**UNDERGRADUATE APPLICATION FOR GRADUATION**

**PLEASE READ CAREFULLY!**

Office of the Registrar, Minnesota State University, Mankato, 132 Wigley Administration Center, Mankato, MN  56001

**PLEASE PRINT CLEARLY AND COMPLETE FULLY (IN BLACK OR BLUE INK)!**

(Please print legal name for your diploma. Use capital letters only when capitalized in your name.)

Name:  

**Enter legal name - what you want on your diploma**

Proposed Graduation Term/Year:  

The Bulletin/Catalog followed is:  

Have you applied for graduation before?  Yes ___  No ___

**Your tech ID**  

Student Campus (Tech) ID (on transcript)

**FOR OFFICE USE ONLY**  

See back of this page for definition of 2nd degree and/or adding a major.

FOR OFFICE USE ONLY  

Matriculation date

FOR OFFICE USE ONLY  

Student (File) Number

**FOR OFFICE USE ONLY**  

Res.  

300-400 Level cr.  

CD  

Gen. Ed.  

Hours  

GPA  

Prof. Ed.  

GT  

deg posted  

diploma sent  

cia pd  

Emphasis, track, option, area of concentration or specialty in major/minor if listed in bulletin:

**FOR OFFICE USE ONLY**  

Proposed Graduation Date  

Checkout Status

Matriculation Date  

Student (File) Number

A member of the Minnesota State Colleges and Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling the Office of the Registrar at 507-389-6266 (V), 711 or 800-627-3529 (MRS/TTY).
Graduation Policy

Transfer:
List all educational institutions that you have attended beyond high school.
It is the student’s responsibility to provide Minnesota State Mankato, prior to graduation, official transcripts of all transfer work not already evaluated on your Minnesota State Mankato records. Do not submit duplicate copies of transcripts already evaluated.

<table>
<thead>
<tr>
<th>Name of College/University</th>
<th>Location</th>
<th>Dates of Attendance</th>
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<td>1. ____________________________________________________________________</td>
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<td>4. ____________________________________________________________________</td>
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Students Applying for Teaching Degrees, Please Note:
We check only graduation requirements, not Licensure (certification) requirements.
If you have any questions concerning your Licensure (certification) requirements, contact the College of Education, 118 Armstrong Hall.

All Applicants, Please Note:
Application for Graduation. An application for graduation must be made no later than one calendar year prior to the expected graduation term. A minimum of two months must be allowed for application processing and notification. Forms are obtained from the Campus Hub or Office of the Registrar’s reception area and are processed in the order in which they are returned to the Office of the Registrar.

Cultural Diversity:
Students who entered Minnesota State Mankato after Summer, 1992, and who are following the general education requirements for the baccalaureate degree under the terms of a bulletin from 1999-2000 and beyond, need to take at least 6 semester hours in courses designated as cultural diversity courses with the following distribution: At least one course must be taken from the list of courses designated as Cultural Diversity-Core. At least two different departments must be represented. For a list of courses, see the book “General Education & Cultural Diversity Bulletin” (same year as your catalog), available from the Office of Institutional Diversity, 265 Morris Hall (Phone: 507-389-6125).

Students who entered Minnesota State Mankato after Summer, 1992, and who are completing an Associate’s degree under the terms of a bulletin from 1999-2000 and beyond, need to take at least 3 semester hours in courses designated as cultural diversity courses with the following distribution: At least one course must be taken from the list of courses designated as Cultural Diversity-Core.

Pursuing a 2nd degree, major or minor:
Students having obtained either a BA/BS from Minnesota State Mankato may return to seek another degree, major or minor under the following guidelines; 1) the new degree must be different than original (i.e., if you currently have a BS, you must pursue a BA only; having the same type of baccalaureate degrees is not permissible per University policy); 2) adding a major means you can complete another program under your current degree (e.g., your current BS, plus your 2nd major in addition to your 1st major); and 3) financial aid awards may vary depending on a student’s educational interests (e.g., it is possible adding a minor may not qualify a student for financial aid assistance). Please contact Student Financial Services/HUB for information at 507-389-1866.

I have read and understand all information above and on the attached pages.
Signature ____________________________

Be sure to sign application
Majors-Minors

Undergraduate Degrees Available

Symbol Legend

- Expires with 2004-05 Bulletin
^ Expires with 2007-08 Bulletin
* Expires with 2005-06 Bulletin
% Expires with 2006-07 Bulletin

Please refer to graduation information on reverse side.

CODE | CODE | CODE
--- | --- | ---
AA | Associate of Arts | BS | Bachelor of Science (Teaching & Non-Teaching)
BA | Bachelor of Arts | BSCE | Bachelor of Science in Civil Engineering
BFA | Bachelor of Fine Arts | BSEC | Bachelor of Science in Computer Engineering
BMUS | Bachelor of Music | BSEE | Bachelor of Science in Electrical Engineering

NALTIS | Networking & Info. Security (minor only)
INST | Applied Music (Instrument)
ORGAN | Applied Music (Organ)
PIAN | Applied Music (Piano)
VOIC | Applied Music (Voice)
MUED | Music: Education
MIUN | Music Industry
NURS | Nursing
OPEN | Open Studies
PHIL | Philosophy
PFE | Philosophy, Politics and Economics
PHET | Philosophy: Ethics (minor only)
PED | Physical Education (Teaching)
PEDG | Physical Education - General
PENT | Physical Education (Non-Teaching)
PHYS | Physics
PHTE | Physics Teaching
POLS | Political Science
PSYC | Psychology
REC | Recreation (minor only)
RPLS | Rec, Parks & Leisure Services (major only)
SCND | Scandinavian Studies
SENG | Software Engineering
SHED | School Health Education
SGMT | Sport Management
SSED | Social Studies & Education
SSGN | Social Studies General
SMGT | Social Studies and Education
SSW | Social Welfare (minor only)
WOMN | Women's Studies

Please refer to graduation information on reverse side.

CODE

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Graduation Information
PLEASE REMOVE AND KEEP FOR YOUR RECORDS

Bulletin Expiration Policy. The privilege of graduating under the requirements of an Undergraduate Bulletin extends no longer than seven years from the term of your original enrollment.

The requirements of any Undergraduate Bulletin become effective at the beginning of a fall term. Although you cannot graduate under requirements outlined in a bulletin of more than seven years preceding the date of graduation, you may elect to graduate under a more recent bulletin. However, you must complete all the requirements under a single bulletin, except for new programs.

Scholastic Requirements. A minimum grade-point average of 2.0 for all coursework earned at Minnesota State Mankato. In addition, a minimum cumulative grade-point average of 2.0 is required for graduation from any undergraduate degree program. (Please check: certain departments may require a different GPA.)

No degree will be awarded until all grades are finalized. "I", "IP" and/or "Z" grades cannot remain on the permanent record.

Minimum Credits. Graduation with an associate degree is based upon successful completion of a minimum of 64 semester hours of credit. Graduation with a baccalaureate degree requires a minimum of 120/128 semester hours of credit, based on a particular major.

Residency Requirements. To be eligible for graduation with a bachelor’s degree, you must have earned at least 30 semester hours of undergraduate credit from Minnesota State Mankato. Departments and Colleges may have more stringent residency requirements.

To be eligible for graduation with an associate degree, a minimum of 20 of the last 30 semester hours must be earned from Minnesota State Mankato.

Transfers from junior or community colleges must earn a minimum of 64 semester hours of credit from four-year institutions to meet minimum graduation requirements. Beginning with the 2005-2006 Undergraduate Bulletin students do not have a limit on the number of credits accepted from a 2-year school. However, please note the residency requirements listed above.

Also, beginning with the 2005-2006 Undergraduate Bulletin, students must have completed at least 40 semester credits of upper division (300-400 level) courses.

University Holds. University holds will not allow a degree to be posted.

Commencement Ceremonies. For all questions visit www.mnsu.edu/graduation

Graduation Honors. To qualify for graduation honors, you must:
1. meet all requirements for a baccalaureate degree;
2. earn a minimum of 40 semester hours of credit from Minnesota State Mankato after attaining junior classification; and
3. have a minimum cumulative grade-point average to satisfy honor requirements - 3.3, Cum Laude; 3.5, Magna Cum Laude; 3.8, Summa Cum Laude.

There are no exceptions to these requirements.

Grade-point average for determining graduation honors is calculated on the basis of all work attempted and completed, including transfer credits. The 40 semester hour requirement pertains to credits earned at Minnesota State Mankato. While the number of credit hours and quality points earned during the graduation term do not affect the determination of graduation honors for recognition at commencement, credit hours and quality points earned during the graduation term are considered when determining graduation honors for the transcript and diploma.

During the graduation term, a preliminary list of students earning graduation honors is prepared for publication in the graduation program and other publicity purposes. Because this list is prepared before the current term’s coursework is completed and evaluated, graduation honors are based on the grade point average prior to that term. Thus, the preliminary list may not reflect the final, official determination of graduation honors, which will appear on the diplomas and academic transcripts.

To be recognized in the commencement program as achieving graduation honors and to wear an academic honors medallion, you must be graduating in the term for which commencement is held.

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