

DEGREE APPLICATION INSTRUCTIONS (SAVE FOR FUTURE REFERENCE)

APPLICATION PROCESS—(Check Cardinal Direct for application deadline dates)

Complete and submit all attached forms with the \$52.50 application fee. Make check payable to SAGINAW VALLEY STATE UNIVERSITY. This fee covers partial expenses for the degree audit, the diploma, and Commencement exercises. It is not refundable. Applications will not be accepted without payment. Submit applications and fees to **Saginaw Valley State University, Registrar's Office, 7400 Bay Rd, University Center, MI, 48710.**

If you change your class schedule, name, or address after submitting this form, it is important that you notify the Administrative Secretary in the Registrar's Office at (989) 964-4087.

AUDIT PROCESS

The Registrar and the Department Chairperson checks requirements for graduation. Once this process is complete, you will receive a copy of the audit.

DEGREE CONFIRMATION PROCESS

Once final grades are posted, the Registrar reviews the audit and confirms that requirements have been met. If you take courses at another institution during your semester of graduation **YOU MUST REQUEST AN OFFICIAL TRANSCRIPT FROM THAT SCHOOL'S REGISTRAR.** Ask that it be sent directly to the Registrar's Office. Delays in receiving transfer information can push your graduation to the next semester.

If you receive an incomplete in a SVSU class during your semester of graduation, you must complete course work and the instructor must submit a final grade as soon as possible in order to maintain your semester of graduation. While you have up to the fourth week of the following semester to complete incompletes, we must finalize degrees within the first three weeks of the following semester. Once we have finalized the degrees for a given semester, students will be moved to the next semester's graduation date if they have requirements outstanding.

If degree requirements have been met, the degree information is updated on the university computer system and the degree is posted on the student transcript. You may order such transcripts at this point. After the degree has been posted on your transcript, a diploma is printed and you will receive information concerning how and where you may pick up your diploma.

If degree requirements have not been met, students receive a deficiency letter explaining what requirements are missing and the status of their degree applications. The deficiency letter will also indicate the deadline for completion of outstanding requirements in order to maintain the original graduation date. Please make every effort to complete course work on time.

COMMENCEMENT CEREMONY PROCESS

A Commencement ceremony is designated for each graduation semester. If you choose to participate in Commencement, you must participate in the ceremony that corresponds to your semester of graduation.

*Print your name as you want it to appear on your diploma
(use upper and lower case letters):*

REGISTRAR USE:

ID

Date

Rec

Deg

SGRD

SACP

Dept

Dip

First

Middle

Last

Address (after graduation):

Street

City/State/Zip

County

Address (to send audit results to):

Street

City/State/Zip

Telephone

Signature: _____ Soc. Sec. No. _____

Student ID No. _____ Spring/
Insert Year Classes End: Fall _____ Winter _____ Summer _____

BACHELORS DEGREE ONLY – List degree _____ with majors and minors:

Major: _____ Minor: _____
Major: _____ Minor: _____
Major: _____ Minor: _____

Are you completing Secondary Certification Now? Yes No

BACHELOR OF FINE ARTS DEGREE ONLY – List emphasis: _____

MASTERS/ED SPECIALISTS DEGREE ONLY – Circle degree and list concentration, if any:

MA _____ MBA _____
MAT _____ MED _____
MSN _____ MS _____
ED.S _____

Commencement Information:

A Commencement ceremony is designated for each graduation semester in the table to the right. If you choose to participate in Commencement, you must participate in the ceremony that corresponds to your semester of graduation.

<i>Semester of Graduation</i>	<i>Commencement Ceremony</i>
Fall Graduation	December Ceremony
Winter Graduation	May Ceremony
Spring/Summer Graduation	August Ceremony

Check here if you do NOT wish to participate in Commencement: _____

If you have course petitions or waivers outstanding or in progress, courses taken at another institution, or other information you think we should know concerning your degree, indicate or list this below.
