

# STEPHENS COLLEGE APPLICATION FOR BACCALAUREATE DEGREE INSTRUCTIONS

## On-Campus Residential Students

Completed, signed applications for graduation are due in the Registrar's Office the semester prior to graduation as follows:

Graduation Month	Application is due by:
May or August	September 30*
December	April 30*

\*Note: if this date falls on a holiday or weekend the deadline will be the last business day **prior** to this date.

### **How to apply:**

1. Pick up a printed copy of the application, or go online to Academics\Registrar\Forms for Students & Faculty and download the pdf version of the application.
2. You will need a copy of your academic plan – you may print your plan through My Stephens (click on 'Register', then 'Academic Plan'), or you may stop by the Registrar's office and request a copy.
3. Complete the application and obtain your advisors signature. Be sure to:
  - Verify that you have **completed**, are **currently enrolled**, or **plan to enroll** in all of the requirements listed.
  - Your academic plan lists all the courses in which you are currently enrolled or for which you've pre-enrolled. If there are **additional courses** you need to take to complete your degree, be sure you list them in the 'Courses to be taken next semester' section on page 4 of the application. You do not need to list courses that already appear on your plan with a (P) status.
  - If a required course is being met by a class that appears under 'electives' or 'courses not counted', please list the course or courses in the 'Courses on Academic Plan in the 'Courses not counted' section' on page 4 of the application and specify what requirement the course meets.
4. Turn your completed application in to the Registrar by the appropriate deadline (listed above).

### **Your application packet must include the following:**

1. Pages 2, 3 and 4 of the Application for Baccalaureate Degree, with Student **and** Advisor signatures – you do not need to return the instructions (page 1) with your application.
2. If you are graduating with one or more minors, you must complete and return the minor worksheet for each minor (page 5 of this document). Please note that **only one course may be used for both a major and minor requirement**. All other courses being used for minors should come from the 'electives' or 'courses not counted' sections of your Academic Plan.

Please be sure your application is complete and is legible, as we will be using the information you provide to list your name in the Commencement program, to print your diploma and for the mailing of your diploma.

If you have questions about the application, or need help, please feel free to stop by the Registrar's office – we'll be happy to provide assistance. If any of your information, or your graduation date, changes after you submit your application, please contact the Registrar's Office immediately.

Thank you!!

Registrar's Office

573-876-7277 phone

573-876-7279 fax

[registrar@stephens.edu](mailto:registrar@stephens.edu)

# STEPHENS COLLEGE APPLICATION FOR BACCALAUREATE DEGREE

(Type or print **legibly**. This information is for your diploma and the Commencement Program)

## NAME (as you'd like it to appear on your diploma and in the Commencement Program):

\_\_\_\_\_

First Middle Last

Home City/State: \_\_\_\_\_  
(Hometown will be listed in the Commencement Program)

Address (\*asterisked items only apply to residential students):

\*Hall/Room: \_\_\_\_\_ \*Campus Box: \_\_\_\_\_ Phone: \_\_\_\_\_

If you live off-campus:

Street: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

## DEGREE PROGRAM:

Year/Term you started at Stephens: \_\_\_\_\_ Month and Year you plan to graduate from Stephens\*: \_\_\_\_\_

Major: \_\_\_\_\_ Degree (select one): BA BS BFA

Major 2: \_\_\_\_\_ Degree (select one): BA BS BFA

Minor#1: \_\_\_\_\_ Minor#2: \_\_\_\_\_ Minor #3: \_\_\_\_\_

## COMMENCEMENT:

Do you plan to participate in a commencement ceremony? Yes No

If yes, in which ceremony will you participate? May December

## PERMANENT HOME MAILING ADDRESS (This is where your diploma will be sent):

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Permanent Home telephone number: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

Email address (not your Stephens email): \_\_\_\_\_

Note: A \$100 graduation fee will be applied to your account prior to graduation.  
Diplomas and official transcripts will not be released unless the student's financial account has been settled or satisfactory arrangements have been made with the Accounting Office.

Stephens College has permission to include my name, hometown city/state and degree in the Commencement Program.

**STUDENT SIGNATURE (Required):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*Note: if you plan to graduate in August and participate in the May commencement ceremony that precedes your graduation, you must submit a letter of appeal to the Registrar's Office.

## DEGREE CHECK WORKSHEET

Student's Name: \_\_\_\_\_

### RESIDENCY REQUIREMENT:

\_\_\_\_\_ Entered Stephens as a Freshman.

Requirement: Freshmen who enter Stephens with less than 12 hours of AP or dual credit are required to complete at least seven (7) semesters of full-time enrollment. Freshmen who enter with 12 or more hours of AP or dual credit must complete six (6) semesters of full-time enrollment at Stephens.

\_\_\_\_\_ Transferred to Stephens.

Requirement: Must complete at least three (3) semesters of full-time enrollment.

**Complete this section** –the total number of semesters must equal the number required based on your answer above.

Number of full-time semesters you've completed (grades received) = \_\_\_\_\_

Number of full-time semesters to be completed (include current semester plus any future semesters planned) = \_\_\_\_\_

Total (must equal the required number of semesters as described above for 'Freshman' or 'Transfer') = \_\_\_\_\_

### ADVANCED LEVEL COURSE CREDITS:

Requirement: You must earn at least 36 semester hours of advanced level credit.

*Advanced level credit courses are those whose course number is 300 or above. Please highlight the classes that are 300 or 400 level on your academic plan. Courses labeled with a (C) on your plan are complete and can be included in your EARNED total. Courses labeled with a (P) are in progress and can be included in your IN PROGRESS total.*

Number of advanced credit hours **earned** (grades received) = \_\_\_\_\_

Number of advanced credit hours in which are **in progress** (enrolled this semester) = \_\_\_\_\_

Number of advanced credit hours (if any) you **plan to take** next semester = \_\_\_\_\_

Total (Must equal 36 or more) = \_\_\_\_\_

### GRADE POINT AVERAGE (GPA):

Requirement: You must have a cumulative g.p.a. of at least 2.00 to be eligible to graduate.

Your current Cumulative g.p.a. (this is shown at the top of your online transcript): \_\_\_\_\_

**REMAINING GRADUATION REQUIREMENTS (courses needed to complete your Academic Plan):**

**Courses to be taken next semester: Semester = \_\_\_\_\_** (example: SP12 or FA13)

			Check one for each course listed		
Course Number (Prefix/Number)	Course Title	Course Credits	Required for Major	Required for Minor	Elective Credit

**Courses on Academic Plan in the ‘Courses not counted’ section that meet requirements in the major:**

Course Number (Prefix/Number)	Course Title	Course Credits	Grade	Section on Academic Plan where these credits apply*

\*example: Major requirements, Major electives, etc.

**TOTAL SEMESTER HOURS:**

Requirement: You must earn at least 120 hours for a single degree, or 150 hours for a double degree.

Overall number of semester hours you’ve already earned (this is the total at the bottom of your transcript) = \_\_\_\_\_

Number of semester hours in progress (enrolled this semester and listed as *courses currently enrolled* above) = \_\_\_\_\_

Number of semester hours (if any) you plan to take next semester (listed as *courses to be taken next semester* above) = \_\_\_\_\_

Total (Must equal 120 or 150 as described above) = \_\_\_\_\_

**ADVISOR SIGNATURE** (Required): \_\_\_\_\_ **DATE:** \_\_\_\_\_

## MINOR WORKSHEET

Student Name: \_\_\_\_\_

List courses in prefix order, include title and semester (credit) hours.

**Note: Only one course in a minor (either lower or upper level) may also count toward your major or your liberal arts requirements. These courses should be at the end of the Academic Plan in the 'Electives' or 'Courses not counted' sections.**

Name of Minor or Concentration #1: \_\_\_\_\_

Course Number (Prefix/Number)	Course Title	Course Credits	Grade Earned	Semester enrolled	Semester Planned	Transfer

Name of Minor or Concentration #2: \_\_\_\_\_

Course Number (Prefix/Number)	Course Title	Course Credits	Grade Earned	Semester enrolled	Semester Planned	Transfer

If you are declaring more than two minors/concentrations, please make an additional copy of this page and complete it naming your additional minor (s) and list of courses.