Submitting Graduation Plans

Bemidji State University

Each semester you are getting closer to meeting the requirements needed for graduation. The graduation application and summary form is to help solidify your plans and keep you on track to graduate. Please read the information below before submitting your application to the Records Office. This process takes 1-2 months which is why graduation applications should be submitted 2-3 semesters before you anticipate graduating. If your status comes back to you as disapproved you will be required to file a revision form to your application clearing the deficiencies stated on your status report. The revision process takes an additional 2-3 weeks to process. Submitting your application with accurate and detailed information avoids additional time needed for another review of your application.

Read the commencement website thoroughly regarding the graduation ceremony and qualifications to participate

http://www.bemidjistate.edu/commencement

Feel free to contact the Records Office at 218-755-2020 or records@bemidjistate.edu
Your first step: Set up a meeting with your Academic Advisor

2-3 semesters before your anticipated graduation term contact your academic advisor to discuss the remaining coursework needed to graduate with your major/minor/emphasis/certificate etc. You should be well versed in your academic catalog and the requirements stated in the catalog for your degree.

Plan to bring a copy of your DARS report to your advising session so you have the most up to date information available for your discussion with your academic advisor. Your current DARS report will be attached to your graduation application by the graduate application reviewer in the Records Office along with your transcripts. This is then sent to the department to review if the coursework you are/and anticipate taking are on the right track to obtain your degree.

*When you have a plan set in place fill out your graduation application accordingly and submit it to the Records Office

Tips for filling out your Graduation Application

PAGE 1: REQUIRED

*Before submitting your application to the Records Office you should make a copy to keep for your own records. This will be a guideline for you and will be a reference point for you before graduation.

Make sure all of the information you put on this application is accurate. If what is stated does not match your records, or does not accurately reflect your registration, your plans will be disapproved and you will have to submit a revision form for another review of your application.

*It is essential that you put forth the effort to make your handwriting legible. This information will be going into our database not only for the graduation ceremony but also into your permanent records.

Please include an alternate email. The status report of your application will be sent to your BSU email, however when the term is over we will contact your personal email. You must take responsibility for your contact information to make sure it is always up to date with the Records Office.

Students are allowed to put their full name (first/middle/last) on their diploma. Print it exactly as you would like to see it on the diploma line next to hometown. Your hometown will appear in our commencement program for the graduation ceremony. The address you fill out will be where your diploma will be sent so please plan accordingly, we can send it wherever you need it. Similar to the alternate email we ask for your telephone number; again if there are deficiencies on your plan after graduation we want to be able to get ahold of you.

Next to “Term/Year courses will be completed” you should have either spring, summer or fall. This should be followed by the year (2015, 2016, 2017 etc.)
Please read the following requirements and check them off according to the degree you are applying for.

All financial obligations to the university must be satisfied prior to mailing of degree.

Bachelor’s Degree
- A minimum of 120 semester credits
- A minimum of 40 semester credits at the 3000 or 4000 level
- A minimum of a 2.00 cumulative GPA; some majors require a higher cumulative GPA.
- A minimum of 1/3 of the Major Credits from BSU
- A minimum Major GPA of 2.25; some majors require higher
- Completion of BSU liberal education requirements

Associate’s Degree
- A minimum of 60 semester credits
- A minimum of 20 of the 60 semester credits need to be BSU credits.
- A minimum of a 2.00 cumulative GPA
- Completion of BSU liberal education requirements

Multiple Bachelor’s Degree’s (Ex: BA & BS)
- A minimum of 30 additional semester credits (150/155 credits)

I have read and understand the above requirements for graduation:

(Student Signature)       (Date)

Complete the checklist at the bottom of the page as shown above, and sign your application. Have you met all the requirements for your degree as stated in your academic catalog? The requirements to graduate are stated in your academic catalog as well as on this checklist. Before the end of your last semester it is also wise to make sure you have no financial holds on your account, as we will not send out your diploma until the holds are lifted by the cashiers/financial aid office.

PAGE 2: REQUIRED

Courses to Be Completed
(Includes current enrollment)

List below those courses you are currently enrolled in and those you have yet to complete to fulfill your degree plans, by term, and indicate how it meets your degree. Changes made on graduation plans must be reported to the Records Office for approval prior to graduation via a graduation application revision form as found on the Records Office website. Please be as accurate as possible on this form. Use additional sheets if more space is needed.

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>*(Courses currently enrolled in)</th>
<th>Credits</th>
<th>Liberal Education</th>
<th>Minor</th>
<th>General Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Course #</td>
<td>Title</td>
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Page 2 is requesting the courses you are currently in and the courses you will be taking. For example if you are in 4 summer courses state “summer ____ (year)” next to term and fill out the course list you are registered for. Then fill in your anticipated subsequent semesters with the courses you will be taking with the additional term boxes below that finish your degree and catalog requirements.

Credits Earned on DARS report: ____   Credits yet to complete (total from above): ____   Total Credits: ____
Records Office - Page 2

Your DARS report will tell you the amount of credits you have earned so far at BSU; it will only count coursework as earned if the courses are completed with a final grade. For courses that have not been graded yet you will add the credits up and place them in credits yet to complete. When you add credits completed and credits yet to be completed you should have at least 120 credits for a bachelor’s degree and at least 60 for an AA as those are graduation requirements.
This is an optional page for students as it states on page 3 of the application. Your department will determine if your requested substitutions are approved or denied and you will be notified via a status report sent to your email.

### Transfer Equivalencies and/or Course Substitutions

*(NOT REFLECTED ON YOUR DARS REPORT ALREADY)*

This is an optional page for students to fill out regarding approved transfer equivalencies and/or course substitutes that do not appear on your DARS report. For example: if you are taking courses at another institution (or even a course at Bemidji State University) that you are considering substituting for a required course to complete your degree, place them below.

<table>
<thead>
<tr>
<th>For: Major, Minor, Liberal Education, Other</th>
<th>Required Course</th>
<th>Information regarding how the course is satisfied</th>
<th>For Dept. Chair Only: Indicate Yes or No and Initial</th>
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When your academic department and the Records Office have determined the status of your application you will be receiving an attachment in an email with a copy of your status report to keep for your records. You will see 3 options for your status. The “XX” notation is what your status is. If you see an XX anywhere on this page it means your application specifically applies to the marked category.

For example: If your status is disapproved and your major requirements have not been met you will see an “XX” next to number 2 and another next to “majors requirements have not been met”. Comments will be stated at the bottom with recommendations alongside what your deficiencies are specifically.

If your plan is approved you will receive an email regarding commencement which will come in the spring. You are highly encouraged to participate in commencement, and as a reminder you will not receive your physical diploma on commencement day. We send out your diploma to the diploma address you filled out on the first page. On the day of the ceremony you receive a diploma cover.

*If you will be graduating after a spring commencement but would like to participate you may file a petition form at the Records Office to attend a prior ceremony to your graduation term.

We only update the commencement program 3 times before sending it to the printers, so be sure to check your BSU email frequently in the spring. Any changes you want to request regarding your commencement program information should be made through the records office.
# Graduation Plan Revision Form

**Graduation Plan Revision Sheet**

Fill out this form to indicate your new graduation plan which will include any changes you are making to your Term & Year of Graduation/Degree/Major/Emphasis/Minor/Licensure.

<table>
<thead>
<tr>
<th>Term/Year of Grad</th>
<th>Degree</th>
<th>Major</th>
<th>Emphasis</th>
<th>Minor</th>
<th>Licensure</th>
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*Upon final review of your revision form, a notice regarding the results of the revision will be sent to your BSU student e-mail account. Please provide an alternate e-mail so we may contact you if it is after your last term of enrollment.*

**Alternate Email:**

**Section #1:** Complete if you are changing:
Term & Year of Graduation/Degree/Major/Emphasis/Minor/Licensure

**Section #2:** Include what additional courses you are taking and along with the courses that were listed on your original plan. Use additional sheets if more space is needed.

If your status report was disapproved or does not match your registration, this form must be submitted in order to review your application again. **We need department approval before awarding your degree.** As the form states, fill in the changes you have made to your original application. If you are adding or dropping a course to a specific term, make sure and indicate all the courses you will be taking as well as the added/or taken away coursework. Submit this to the Records Office at your earliest convenience.

**Reminders:**

* Revisions take time to review! Allow 2-3 weeks to have your revision reviewed with your initial application.

* If your plan is disapproved and you do not clear the deficiencies with a revision form, you have lengthened your graduation process. Make sure all coursework is graded before your anticipated graduation term!
Curious about graduation honors? View our policy below

Graduation Honors & Dean's List

Deans' List

The Deans' List is published each semester and recognizes students who during that semester have earned a minimum GPA of 3.25 for twelve (12) or more semester credits of letter-graded (A, B, C, D, F) course work.

Graduation Honors

Summa cum laude: at least 3.90 GPA.

Magna cum laude: at least 3.70, but less than 3.90 GPA.

Cum laude: at least 3.50, but less than 3.70 GPA.

COMPUTATION OF GRADUATION HONORS

For instructions in calculating grade point average, see Grades and Grading later in this section.

1. **Students** must complete a minimum of fifty (50) semester credits in residence of letter-graded (A, B, C, D, F) course work.
   **Transfer students:** 1) For transfer students with fifty (50) credits or more in residence, only the GPA earned at Bemidji State University is used in determining honors. 2) Transfer students who have earned a total of thirty (30) to forty-nine (49) credits in residence at Bemidji State University of letter-graded (A, B, C, D, F) course work may be considered for honors status if their cumulative grade point average (GPA) from each institution of higher education is at least 3.50. The lowest GPA earned determines the final level of honors.

2. Honors at the time of the commencement ceremony are computed on the cumulative grades at the end of the semester prior to commencement exercises. However, actual degree honors will be based on the cumulative GPA at the time the degree is awarded.

3. Incompletes are computed as “F” grades.

You are now one step closer to obtaining your degree! Please contact the records office if you have any questions or concerns. You will be contacted when your graduation plans have returned from your academic department.