

# Graduation Summary and Application Form



Records Office  
Deputy Hall, Room 101, Box 12  
Bemidji, MN 56601  
218/755-2020  
Fax: 218/755-4409  
records@bemidjistate.edu

Name: \_\_\_\_\_ SSN or BSU ID: \_\_\_\_\_  
Last First MI

Address: (Notification will be sent upon return of Grad Plan from department, this could take 1-3 months.)

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name as it will be printed on diploma: \_\_\_\_\_ Hometown: \_\_\_\_\_

Send my Diploma to: (All correspondences regarding commencement will be sent to this address as well as your diploma and final transcript upon posting of your degree.)

My Address (Listed Above)

Other: Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**NOTE:** Spring Commencement information will be available for students in early April. At this time you will be mailed additional information regarding the commencement ceremony. Detailed information will also be available on the Records Office website - [www.bemidjistate.edu/students/records/](http://www.bemidjistate.edu/students/records/) - Students who graduate during the prior fall or subsequent summer term are invited to the spring ceremony with the spring semester graduates.

Honors Program:  Y  N

Degree: \_\_\_\_\_ Major(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas of Emphasis/Specialty:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Catalog Year: (02-04, 04-06, 06-08) Minor(s): \_\_\_\_\_  
\_\_\_\_\_

Term/Year courses will be complete: \_\_\_\_\_

**Graduation Fee: \$10.00**

(Payable at Records Office,  
Deputy Hall, Rm. 101)

Cashier's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Please read the following requirements and check them off accordingly to the degree you are applying for.

**Bachelor's Degree**

- A minimum of 128 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 64 semester credits
- A minimum of 22 of the 64 semester credits need to be BSU credits
- A minimum of a 2.00 cumulative GPA
- Completion of BSU liberal education requirements

**Multiple Bachelors Degree's (Ex: BA & BS)**

I have read and understand the above requirements for graduation:

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Name: \_\_\_\_\_ SSN or BSU ID: \_\_\_\_\_

Last

First

MI

# 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. Changes made on graduation plans must be reported to Records and Advising Services for approval prior to graduation. Please be as accurate as possible on this form. Use additional sheet if more space is needed.

<b>Liberal Education</b>	Dept.	Course #	Course Title	Credits	Term/Year
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
<b>Major/Emphasis Requirements</b>	Dept.	Course #	Course Title	Credits	Term/Year
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
<b>Minor Requirements</b>	Dept.	Course #	Course Title	Credits	Term/Year
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
<b>General Electives</b>	Dept.	Course #	Course Title	Credits	Term/Year
	_____	_____	_____	_____	_____

Credits completed: \_\_\_\_\_ Credits yet to complete (total from above): \_\_\_\_\_ **Total Credits:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Please check here if you have more than this sheet of courses that need to be completed.

Name: \_\_\_\_\_ SSN or BSU ID: \_\_\_\_\_

Last

First

MI

# Approved Transfer Equivalencies and/or Course Substitutions

(Not reflected on your DARS Report)

Please include detailed information regarding the approved transfer equivalencies and/or course substitutes that do not appear on your DARS report. This information will be used in conjunction with your DARS report to determine degree completion

<b>For: Major, Minor, Liberal Education, Other</b>	<b>Required Course</b>	<b>Information regarding how the course is satisfied</b>	<b>For Dept. Chair Only: Indicate Yes or No and Initial</b>

\*Attach a copy of your DARS report to these documents and submit to the Records Office. You may print a copy of your DARS report through e-services, available through 'My BSU' from the BSU homepage.