

Instructions for Completing Application for a Bachelor's Degree

Legibly print or type all information requested on the next page of this application. The form must be submitted to your first major advisor **before the date listed below**. **It is the applicant's responsibility to secure the necessary signatures and to submit this application to the Office of the Registrar by the deadline.***

Please check with your advisor(s) to determine if there are any application procedures that may be *specific to that school or department*, and whether any *additional documents* (unofficial transcript, academic requirements report, etc.) should be attached to your application *prior to submission*.

If your anticipated graduation date is	The application is due to first major advisor on	to Office of the Registrar on
End of fall semester	June 1	June 15
End of spring semester	October 15	November 15
End of summer term	February 15	March 1

Items 1-3 Legibly print or type your full legal name (including your middle name and suffix) and your Student ID number. Print your permanent, local and campus addresses and telephone numbers. If your diploma is to be sent to an address other than your permanent address, you will need to fill out a change of diploma mailing address form at the Office of the Registrar. Also, update your permanent home address via e-campus.

Item 4 Check the degree for which you are a candidate.

Item 5 Print your major, concentrations and minor programs. If you are completing two different degree programs, print the type of degree next to the second major. Check the appropriate box to indicate whether you are completing requirements for teacher licensure or completing your final courses at another institution.

Item 6 Write your anticipated graduation date. Please note: all graduation requirements must be met in the semester for which you have applied to graduate. Students may not participate in the December commencement if their requirements will be met in the coming spring semester, nor can students who will complete requirements in the fall semester participate in the previous May commencement.

Item 7 Print the course prefix, number and title for each course you are currently completing in your first and second major and/or minor programs. Courses may be listed in terms of course levels (i.e., POSC 300 or 400 levels) rather than specific course numbers (such as POSC 302).

Item 8 Print the course prefix, number and title for each course you intend to complete in your first and second major and/or minor programs. List the date by which the course(s) will be completed.

Item 9 Indicate any approved major or minor course substitutions that have not yet been submitted to the Registrar's Office in the space provided.

Item 10 Sign and date the form.

Items 11-12 The appropriate advisor(s) and academic unit head(s) must sign the application before it is submitted to the Office of the Registrar. The major and minor departments should make a copy of the application and retain the copy for their records.

You will receive a Senior Evaluation indicating the status of your application after it is received in the Office of the Registrar. You must contact the Office of the Registrar immediately if a problem is indicated or if any information on the evaluation is incorrect.

*If you are completing requirements for a minor and/or second major, you will need to take this application to your minor advisor (if applicable), then to your second major advisor (if applicable), and then to your first major advisor. In order to meet the application deadline, you will need to allow additional time for the minor/second major advisor to review and evaluate the application before submitting it to your first major advisor.

James Madison University

APPLICATION FOR A BACHELOR'S DEGREE

(See instructions above)

1. Full legal name and Student I.D. number

Last First Middle Suffix Student ID Number

2. Permanent Home Address

Street City State Zip Telephone

3. Local Mailing Address

JMU Box Number or Street City State Zip Telephone E-mail Address

4. Degree (Check one)

- B.A.
- B.B.A.
- B.F.A.
- B.I.S.
- B.M.
- B.S.
- B.S.N.
- B.S.W.

5. Major(s) and Minor(s)

First Major _____ Second Major _____
Concentration _____ Concentration _____ Degree (if two degrees) _____
First Minor _____ Second Minor _____

6. Anticipated Date of Graduation _____

Check here if you are completing requirements for teacher licensure Check here if you have received permission to complete your final courses at another institution

7. Required first Major courses you are currently completing

Department and Course No.	Course Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required second Major and/or Minor courses you are currently completing

Department and Course No.	Course Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Required first Major courses you intend to complete.

Department and Course No.	Course Title
_____	_____
_____	_____
_____	_____
_____	_____

When will you complete these courses? _____

Required second Major and/or Minor courses you intend to complete

Department and Course No.	Course Title
_____	_____
_____	_____
_____	_____
_____	_____

When will you complete these courses? _____

9. Approved Major/Minor Course Substitutions and Waivers

10. Signature of degree applicant _____ Date _____

I have checked the record of this applicant for graduation against the required courses. The applicant will fulfill requirements in the major and minor fields upon (1) successfully completing the courses listed above and (2) upon achieving a cumulative grade point average of 2.0 or better in all major and minor program(s).

11. Advisor Signature(s)

First Major _____ Date _____ Second Major _____ Date _____ Minor _____ Date _____ Minor _____ Date _____

12. Academic Unit Head Signature(s)

First Major _____ Date _____ Second Major _____ Date _____ Minor _____ Date _____ Minor _____ Date _____