

## Application for Bachelor's Degree and Diploma

(Submit this application to A&R with the \$47.00 Diploma Application fee, plus late fee if applicable)

Anticipated Date of Graduation: Fall \_\_\_\_\_ (YR) Spring \_\_\_\_\_ (YR) Summer \_\_\_\_\_ (YR)

CSUN 9-digit Student ID# \_\_\_\_\_

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

Address: \_\_\_\_\_  
Number and Street Apt/Unit # City State Zip Code

E-mail: \_\_\_\_\_ ( ) \_\_\_\_\_  
Official University communications will be directed to your CSUN e-mail account. Home / Message Phone

Diploma Name: \_\_\_\_\_  
First Name Middle Name **or** Initial Last Name

**Print your name as you wish it to appear on your diploma**, including any appropriate diacritical marks (example ~, ^, ' , etc.). Please indicate clearly the position of all diacritical marks to avoid misspells. **Note:** The first and last name must be the same as the name on your university records. First and middle names may vary in length (i.e. if your record reflects an initial for your first or middle name, you may indicate your full name for diploma printing purposes). Please do not submit a "Name Change" form for the purpose of including your full middle name in place of the middle initial on your diploma.

\_\_\_\_\_  
Applicant's Signature Date

**Degree Objective:** BA BS BM 2<sup>nd</sup> Bachelor's (Department Evaluation is required)

**Primary Major:** \_\_\_\_\_ Major Catalog Year: \_\_\_\_\_

Option: \_\_\_\_\_  
Approved Option(s), **or** applicable Concentration, Specialty or Emphasis **must** be reflected.

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized major advisor (signature is required)

**Secondary Major:** \_\_\_\_\_ Major Catalog Year: \_\_\_\_\_

Option: \_\_\_\_\_  
Approved Option(s), **or** applicable Concentration, Specialty or Emphasis **must** be reflected.

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized major advisor (signature is required)

**Minor:** \_\_\_\_\_ Minor Catalog Year: \_\_\_\_\_

Minor Advisor (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

**Minor:** \_\_\_\_\_ Minor Catalog Year: \_\_\_\_\_

Minor Advisor (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only - Graduation Evaluation Services**

**Degree Status:** \_\_\_\_\_ **Honors:** \_\_\_\_\_ **2<sup>nd</sup> Bachelor's** \_\_\_\_\_  
(1) Cum Laude; (2) Magna Cum Laude; (3) Summa Cum Laude

## Application for Graduation Checklist

- [ ] Complete the Bachelor's Degree and Diploma Application form available on the Web and print the document. Go to the CSUN home page ([www.csun.edu](http://www.csun.edu)). Click on Quick Links and select Student Forms.
- [ ] Access My Academic Planner (MAP) from the *myNorthridge* Portal to help you plan your remaining coursework. To view a simulated guide before using My Academic Planner, go to <http://www.csun.edu/anr/soc/guides/map.html>
- [ ] Meet with your Department Academic Advisor to review your MAP with your planned coursework. Be sure to secure his or her signature on your Bachelor's Degree and Diploma Application form.
- [ ] Submit your Bachelor's Degree and Diploma Application form, a copy of your MAP, and the appropriate fee to Admissions and Records at the Student Information Center in Bayramian Hall during one of the following application filing periods:

**Spring and Summer 2009 Graduation: April 4, 2008 through July 11, 2008**

A Graduation Evaluator will review your MAP and mail a copy of your graduation evaluation to you within 15-30 business days after receipt of your application for graduation with your MAP attached.

Applying after the deadline may delay the receipt of your graduation evaluation and may nullify your grad senior status priority registration appointment time. Commencement participation could also be affected if your application is submitted after the published filing period listed above.

If your graduation application is for a Second Bachelor's degree, a department evaluation (regarding the major program) must be attached / submitted before we can process and evaluate your application request.

**The Upper Division Writing Proficiency Examination requirement must be met before your graduation date. Consult test date information at [www.csun.edu/udwpe](http://www.csun.edu/udwpe)**

Note: If you have a second major and/or minor, the appropriate faculty advisor signature(s) is required on the Graduation Application.