

Application for Bachelor's Degree and Diploma

Submit this application with the \$47 processing fee (a \$10 late fee will be assessed after the deadline) to Undergraduate Degree Services in BH 170 once you have completed 90 units (including work-in-progress) or approximately one year prior to your planned graduation date. For deadlines, visit www.csun.edu/admissions-records/uds/calendar. See page 2 for instructions.

Anticipated Date of Graduation: Fall Year: _____ Spring Year: _____ Summer Year: _____

Name: _____ CSUN ID: _____

Diploma Mailing Address (if different from primary address):

Address: _____ Message Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Official University communication is sent to your CSUN Gmail

DIPLOMA NAME: The **FIRST** and **LAST** name must be the **SAME** as the name on your University records. First and middle names may vary in length. For example, if your record reflects an initial for your first or middle name, you may indicate your full name for diploma printing purposes. Do not submit a name change form for the purpose of including your full middle name in place of the middle initial. Print your name as you wish it to appear on your diploma and include any appropriate diacritical marks (~, ^, ` , etc.). Clearly indicate the position of diacritical marks to avoid misspellings.

Diploma Name _____
First name Middle name or initial Last name

GRADUATION REQUIREMENTS & DEADLINES: I have reviewed and understand the instructions on page 2 of this application form. I also understand that my application is valid for **only 30 days** from the date signed by the major/minor advisor(s).

Student's Signature _____ Date _____

DEGREE OBJECTIVE BA BS BM 2nd BA/BS (departmental evaluation required)

Primary Major: _____ Option: _____
Only approved option, concentration speciality or emphasis

Major Catalog Year: _____ **Major Code:** _____

Advisor: _____ Date: _____
Authorized major advisor signature required valid for 30 days

Secondary Major: _____ Option: _____
Only approved option, concentration speciality or emphasis

Major Catalog Year: _____ **Major Code:** _____

Advisor: _____ Date: _____
Authorized major advisor signature required valid for 30 days

Minor: _____ **Minor Catalog Year:** _____ **Minor Code:** _____

Advisor: _____ Date: _____
Authorized minor advisor signature required valid for 30 days

Minor: _____ **Minor Catalog Year:** _____ **Minor Code:** _____

Advisor: _____ Date: _____
Authorized minor advisor signature required valid for 30 days

OFFICE USE ONLY - Undergraduate Degree Services

Degree Status _____ Hon - N/A 1=Cum Laude 2=Magna 3=Summa 2nd Bachelors

Application for Bachelor's Degree and Diploma Instructions

You may **apply for graduation** approximately one year prior to your planned graduation date as long as you have **declared a major, completed 90 units** (including work-in-progress) , and completed at least one semester of course work **in residence** at Cal State Northridge.

- STEP 1** Get an overview of the graduation process by reviewing the Graduation Checklist at www.csun.edu/admissions-records/uds/graduation-checklist
- STEP 2** Print and complete page 1 of this Application for Bachelor's Degree and Diploma.
- STEP 3** Schedule an appointment with your major advisor and minor advisor if any. Take your completed application to your appointment along with the following documents:
- First Bachelor's Degree Candidates*: Plan your remaining course work using the Degree Progress Report (DPR) and Planner. Print your DPR Plan and bring it to your advisement session. For help, see www.csun.edu/admissions-records/degree-planning-tools
 - Second Bachelor's Degree Candidates*: Bring a copy of your "department evaluation" to the meeting. The DPR Plan is not available for second bachelor's degree students at this time.
- STEP 4** Review your planned course work with your major/minor advisor(s). Obtain their signatures for the major, second major, and/or minor(s) on this application. The application is valid for **only 30 days** from the date signed by the major/minor advisor(s).
- STEP 5** With your completed application, attach the following documents as appropriate:
- First Bachelor's Degree Candidates*: Include a copy of your DPR Plan showing your planned courses.
 - First Bachelor's Degree majoring in Journalism or Kinesiology*: Include a copy of your department evaluation and your DPR Plan.
 - Second Bachelor's Degree Candidates*: Include a copy of your department evaluation.
- STEP 6** File the application, attached documents, and \$47 processing fee with Undergraduate Degree Services in Bayramian Hall Room 170 before your application deadline, published at www.csun.edu/admissions-records/uds/calendar
- A **\$10 late fee** will be assessed if applying after the filing deadline. Applying late may also **delay receipt** of your **graduation evaluation** and your graduating senior status priority **registration appointment** time. Commencement participation could also be affected.
- STEP 7** Degree candidates must pass the Upper Division Writing Proficiency Exam before their graduation date. For test dates, visit www.csun.edu/undergraduate-studies/UDWPE/test-registration-dates
- STEP 8** Check your CSUN Gmail account for a message from a graduation advisor, who will review your academic records and notify you when your graduation evaluation is ready, approximately eight (8) weeks after you file this application.