

# STEPHENS COLLEGE APPLICATION FOR BACCALAUREATE DEGREE INSTRUCTIONS

## On-Campus Residential Students

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### **\*\* UPDATED APPLICATION INSTRUCTIONS \*\***

#### Application due date:

**Students graduating in May or August:** register for your final spring semester in October, complete your application, and turn it into the Registrar's office **no later than the first day of the spring semester in January.**

**Students graduating in December:** register for your final fall semester in March, complete your application, and turn it into the Registrar's office **no later than the first day of fall in August.**

#### How to apply:

1. **After you have registered for your final classes and your adviser has approved your schedule,** visit the Registrar's office to obtain a printed copy of your academic plan (please mention any minors that you've declared) and an unofficial transcript. We will identify any courses that you are repeating in your ungraded work (you cannot earn credit twice for a non-repeatable class).
2. Pick up a printed copy of the application, or go online to Academics\Registrar\Forms for Students & Faculty and download the pdf version of the application. Please note that **printing the app single-sided is preferred** by the Registrar's office.
3. Complete the application and obtain your advisors signature. Be sure to:
  - Verify that you have **completed**, or are **currently enrolled** in all of the requirements listed on your academic plan.
  - If any requirements have been completed by transfer work, or with substitutions, **and your academic plan does not already reflect the substitution**, be sure to complete the 'Course Substitution Worksheet'.
  - Make an appointment with the CCPD office for a review of your CCPD requirement.
4. Make an appointment with the Registrar's office to review your application. It is important that we receive and review your application by the add deadline in your final semester, so please plan accordingly.
5. After the registrar review you will be instructed to obtain approval from the dean(s) or program director(s) for each of your majors and minors.

If you have questions about the application, or need help, please feel free to stop by the Registrar's office – we'll be happy to provide assistance. If anything changes after you have submitted your application, please contact the Registrar's Office immediately.

Thank you!!

Registrar's Office

phone: 573-876-7277 | fax: 573-876-7279 | email: [registrar@stephens.edu](mailto:registrar@stephens.edu)

# STEPHENS COLLEGE APPLICATION FOR BACCALAUREATE DEGREE

(Type or **print legibly**. This information is for your diploma and the Commencement Program)

**NAME (as you'd like it to appear on your diploma and in the Commencement Program – please PRINT):**

\_\_\_\_\_  
First Middle Last

Home City/State: \_\_\_\_\_

(Hometown will be listed in the Commencement Program)

Address (\*asterisked items only apply to residential students):

\*Hall/Room: \_\_\_\_\_ \*Campus Box: \_\_\_\_\_ Phone: \_\_\_\_\_

If you live off-campus:

Street: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

## DEGREE PROGRAM:

Year/Term you started at Stephens: \_\_\_\_\_ Month and Year you plan to graduate from Stephens\*: \_\_\_\_\_

Major: \_\_\_\_\_ Degree (select one): BA BS BFA

Major 2: \_\_\_\_\_ Degree (select one): BA BS BFA

Minor#1: \_\_\_\_\_ Minor#2: \_\_\_\_\_ Minor #3: \_\_\_\_\_

## COMMENCEMENT:

Do you plan to participate in a commencement ceremony? Yes No

If yes, in which ceremony will you participate? May December

## PERMANENT HOME MAILING ADDRESS:

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Permanent Home telephone number: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

Email address (not your Stephens email): \_\_\_\_\_

Note: A \$110 graduation fee will be applied to your account prior to graduation.  
*Diplomas and official transcripts will not be released unless the student's financial account has been settled or satisfactory arrangements have been made with the Accounting Office.*

Stephens College has permission to include my name, hometown city/state and degree in the Commencement Program.

**STUDENT SIGNATURE (Required):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*\*Note: if you plan to graduate in August and participate in the May commencement ceremony that precedes your graduation, you must submit a letter of appeal to the Registrar's Office.*

Registrar's comments:

GPA:

## Total credits earned/enrolled:

Course repeats as indicated by the registrar's office (If the registrar found no repeats, proceed to step 2)

Course #	Year/Term	Grade earned	Credits earned	Is the course repeatable for credit?

- Looking at your unofficial transcript, how many total credits have you earned: \_\_\_\_\_
  - Do you have any incomplete grades for courses taken in a previous semester? If yes, how many credits are incomplete? + \_\_\_\_\_
  - In how many **ungraded** credits are you enrolled? + \_\_\_\_\_
  - Will you be enrolled in summer? If yes, in how many credits (list courses below)? + \_\_\_\_\_
- Subtotal: \_\_\_\_\_
- Do you need to subtract any credits for ungraded classes that you are repeating as identified by the registrar? If yes, how many credits? - \_\_\_\_\_

Total credits completed and enrolled:

## Students taking off campus classes OR graduating in August:

What course(s) will you be taking to complete your degree, and what requirement will it fulfill?

Course# & Name	Year/Term	Major Req	Minor Req	Gen Ed	Upper lvl cr	Elective

- Are you planning to take any courses off campus (like MU or Columbia College) in your final semester?**  
If yes, please be sure to return the course enrollment paperwork to the Registrar's office so that we can add it to your Stephens transcript. Please be aware that we are unlikely to receive your grades prior to commencement.
- Have you earned any transfer credits that are not on your Stephens transcript?**      Yes      No  
If yes, order official transcripts immediately.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You must earn a minimum of 120 hours for a single degree, or 150 hours for a dual degree.

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

## COURSE SUBSTITUTIONS

This section is **only for new substitutions** for courses required by a major or minor **that are not already shown on your academic plan.**

The following courses will be accepted as substitutions for the identified required courses:

Required Course#	Substituted Course #	Name of Major or minor	Degree Plan Section (i.e. Required, Major Electives, etc. – see next page for examples)

Advisor Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

### Additional requirements:

**1. You must meet the residency requirements as stated in the Curriculum Catalog:**

*Academic residency for the residential program is met by one of the following: full-time enrollment for at least seven semesters, full-time enrollment for at least six semesters with at least 12 hours of advance placement (AP) or college hours earned before initial enrollment, or full-time enrollment for at least three semesters for transfer students.*

**2. You must earn at least 36 hours of upper level (300 or 400) credit**

*All baccalaureate degrees require completion of at least 36 semester hours of advanced-level courses (300 level or above). Advanced-level semester hours include all 300-level and above courses taken in the major, the minor, as electives, or as upper level general education requirements.*

**3. Your overall and major grade point average must be at least 2.0**

**4. You must complete the College-to-Career (CCPD) coursework satisfactorily.**

*CCPD is a non-academic graduation requirement.*

**I understand that it is my responsibility to complete the graduation requirements as stated in the Curriculum Catalog for General Education, my Major, any Minors and the College-to-Career program to be granted a Baccalaureate degree from Stephens College.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### Stephens College-to-Career Program

Each year while you are at Stephens, you'll be required to participate in a set of workshops, conferences, individual professional consultations, and career assessments, all conveniently scheduled so you can fit them into your busy college life. This unique program will give you the competitive edge you need to succeed-whether that means obtaining your ideal internship while you're at Stephens, or your dream job (or grad school acceptance) after you graduate. The Stephens College-to-Career Program is a non-academic graduation requirement for all students beginning with the first-year students entering Fall 2015.

### CCPD Requirements:

Course Number	Passed	Waived	Action required
CCPD 100			
CCPD 101			
CCPD 200			
CCPD 201			
CCPD 300			
CCPD 301			
CCPD 400			If graduating from a 3-year degree, CCPD 400/401 are to be taken with CCPD 300/301.
CCPD 401			If graduating in December, CCPD 401 is to be taken in the previous spring semester.

**I understand that completion of the College-to-Career program is required to graduate, and that any actions listed above must be completed before my degree can be conferred.**

**Student Signature**

**Date**

**CCPD Signature**

**Date**

Graduation review: Student Name \_\_\_\_\_

Attach the transcript and academic plan(s) you received from the Registrar's office, plus a copy of your final semester schedule with enrolled classes marked "R" for required and "E" for elective.

**Registrar's check** (to be completed in the Registrar's office):

Credits Earned:

Credits Enrolled:

Credits required:

Upper Level earned:

Upper level enrolled:

Upper level required:

Incomplete(s)

Additional Notes:

Registrar's signature:

Date:

*(Students - Please sign after the Registrar has completed your requirements review)*

**I understand I must finish the courses in which I am enrolled with passing grades, and the credits listed above in order to complete my degree and earn the major(s) and minors(s) listed on the first page of my graduation application.**

**Student Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**I have reviewed this application for graduation and verified that all requirements listed in the catalog, this application and on the student's academic plan have been met, or will be met when the student's enrolled classes are completed with passing grades.**

**ADVISOR SIGNATURE** (Required): \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Comments?**

The next page is the senior degree check that will need to be signed by the Dean or Program Director for your major(s) and/or minor(s). Do not obtain signatures on page 7 until directed to do so by the Registrar's Office. Thank you!

SENIOR DEGREE CHECK – DEAN/PROGRAM DIRECTOR

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_ GRAD Month/Year: \_\_\_\_\_  
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After reviewing your graduation application, the following applies:

Major1: \_\_\_\_\_

\_\_\_\_ You will meet all requirements for the major or minor listed above provided you complete the courses in which you're currently enrolled (per attached schedule) with passing grades.

\_\_\_\_ The following requirement(s) must also be met:

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

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Major2: \_\_\_\_\_

\_\_\_\_ You will meet all requirements for the major or minor listed above provided you complete the courses in which you're currently enrolled (per attached schedule) with passing grades.

\_\_\_\_ The following requirement(s) must also be met:

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

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Minor1: \_\_\_\_\_

\_\_\_\_ You will meet all requirements for the major or minor listed above provided you complete the courses in which you're currently enrolled (per attached schedule) with passing grades.

\_\_\_\_ The following requirement(s) must also be met:

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

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Minor2: \_\_\_\_\_

\_\_\_\_ You will meet all requirements for the major or minor listed above provided you complete the courses in which you're currently enrolled (per attached schedule) with passing grades.

\_\_\_\_ The following requirement(s) must also be met:

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Make a copy of this page if you have additional minors. After obtaining all signatures please return the entire application to the Registrar's office.