

*Dear Student, please completed all elements of this checklist,  
then submit your application to UGS in the following order:*

## Student Check List

- Application form** (old booklet pg 9)
- Program Statement form** (pg 11)
  - \_\_ form is signed by you
  - Note: only student's signature is required*
- Program Statement essay**
  - \_\_ statement is written following the guidelines outlined in the IS handbook
  - \_\_ statement/essay is signed by main advisor (only one signature required)
  - Note: an eMail affidavit from the advisor, sent from their PSU eMail account, is acceptable if it explicitly attests both to having read the essay and endorsing it as written*
- Contract**
  - \_\_ has BA or BS selected
  - \_\_ has Thematic or Multifield Option selected
  - \_\_ has title listed (*title should capture your study focus*)
  - \_\_ is within range of credits required for the Option selected (*see form; approximately 50 credits*)
  - \_\_ has minimum number of upper-division credits required for Option selected
  - \_\_ has indicated a WRCO, a TECO, and a QRCO in contract section
  - \_\_ has total number of credits of your entire BA/BS degree tallied (*must be at least 120 credits*)
  - \_\_ has your signature and date signed
  - \_\_ has advisor(s) signature(s) and date signed
  - \_\_ has signature of Music, Theatre, and Dance department Chair (*if contract part of overall degree uses courses in Music, Theatre, or Dance*)
- 4/5-year plan**
  - Note: courses not in the Contract (Gen Ed, electives, language) but required for graduation do not need to be identified by course name. Changes to these courses (e.g.: which type of Directions you take or the semester you take it) may be made at any time – but it has to be clear that you have a plan to take them and can calculate when your last semester will commence.*