Plymouth State University
Office of the Registrar
17 High St, MSC #7
Plymouth, NH 03264
Phone: (603) 535-2345
Fax (603) 535-2724

Undergraduate Degree Request & Commencement Participation Notification

1. Intended Completion Month/Year: **May**_____ **August** _____ **(**Due by November 1st)**
Year Year

** (Requests received after the due date may incur a $50.00 late fee) **December**_____ **(**Due by April 1st)**
Year

2. PLEASE PRINT YOUR NAME CLEARLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA

*********Underline Capital Letters ********* Student ID#:_____

Last _____ First _____ Middle_____

3. Diploma Mailing Address:

Street _____City_____ State _____ Zip _____

Email _____Current Phone_____ Permanent Phone_____

4. Please check expected degree: BA_____ BS_____ BFA _____ **Catalog followed:** _____
NOTE: Go to the Student Services tab on myPlymouth to verify your degree information. Your major and option must be on file with the Registrar's Office, otherwise, your academic record cannot be audited.

1st Major: _____ Option: _____Minor: _____

2nd Major: _____ Option: _____ Minor: _____

5. Are you currently or will you be taking courses at another institution? List the name of the institution(s) and the courses below. An official transcript must be forwarded to the Undergraduate Studies office. *All work including transfer credit approval forms and official transcripts must be submitted within 30 days of course completion.*

_____	_____	_____
Name of College/University	*Course*	*# Credits*
_____	_____	_____
Name of College/University	*Course*	*# Credits*

6. Commencement Participation: You must have earned 90 credits by October 1st to be eligible to walk in the following May ceremony. *If you do not meet the minimum credits required to walk, an appeal for exception addressed to the Associate Vice President for Academic Affairs may be submitted in writing to the Registrar's Office stating your graduation plan. You are not eligible to walk until you are notified that your appeal has been approved. *****Note: You may participate in Commencement only Once***

_____ I wish to participate in the Commencement ceremony in May _____.
Year

_____ I **DO NOT** wish to participate in the Commencement Ceremony in May _____.
Year

******All student responsibilities, financial obligations, transfer credits and incomplete grades must be satisfied prior to the issuance of degrees/diplomas. If you are unable to complete your degree requirements per this application, you will need to re-file your request******

_____
Student Signature ***Date***

Revised 2.09

For Office Use Only: Date _____ Processed by _____

____ Name legible
Degree/Major/Minor/Catalog:
Yes _____ No_____ (SGASTDN)
____ All Sections Completed
____ Student Signature

Credits Earned: (SFAREGS)
Current Term _____
Registered _____/_____
Earned (SHATERM) _____
Total Credits _____
(*if less than 90 See Appeal Process to Walk)