

ADMISSION TO CANDIDACY FOR A DEGREE UNDERGRADUATE PETITION

Instructions:

- See the current catalog for instructions on when to submit this form.
- Fill out the form and pay the graduation fee at the Business Office.
- Turn the petition in to your department. The petition will be forwarded to the Registrar's Office by your department.
- If you do not meet requirements as specified on this petition, you must submit a written request to update to a future term.

Student Name (exactly as you wish it to appear on your diploma):

FIRST MIDDLE OR INITIAL LAST

Address	Home Phone
	Work Phone <small>(Do not provide if you do not want to be contacted at work.)</small>
	Major
SSN	Option
Email Address	Minor

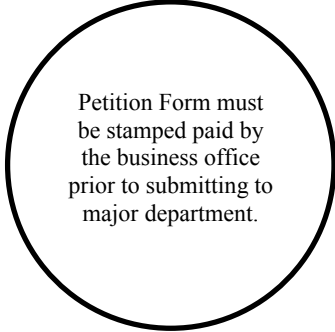
Degree: **Associate** **Bachelor of Arts** **Bachelor of Science**

I hereby petition the faculty of Southern Polytechnic State University for admission to candidacy for a degree. I realize to be certified for either an associate or baccalaureate degree, I must meet all requirements for the degree as outlined in the catalog and have merited the recommendation for the degree by the faculty and the president of Southern Polytechnic State University.

In accordance with the course requirements listed in the above indicated catalog, all degree requirements will be completed at the end of the upcoming:

Fall Spring Summer

Finally, I realize that the department head's signature indicates that he/she has reviewed my petition and verified departmental requirements. The Registrar does the final certification.



Student's Signature: _____

Date: _____

Current and Proposed Final Schedules

Current Schedule		Proposed Final Schedule		Additional Student Comments
Subject/Number	Hours	Subject/Number	Hours	
Total Hours		Total Hours		

ADMISSION TO CANDIDACY FOR A DEGREE CONTINUED

Student's Name:

Student's SSN:

Department Review and Certification

Instructions: Please list any adjustments to the student's normal courses and catalog, for example: course substitutions, residency waivers, etc.

The department head's signature below indicates that the petition has been reviewed for major requirements and a copy of the student's catalog has been annotated with grades and appropriate course substitutions and is included with this form.

Date: _____

Department Head's Signature (or designated Representative): _____

Registrar's Review (Faculty and Students, DO NOT WRITE BELOW THIS LINE)

The Registrar or a designated representative has reviewed this application and determined that:

- If the student follows the plan outlined on the attached work sheet, he or she will graduate as at the end of the indicated term. Failure to follow the plan will delay the graduation date.
- The plan is incomplete and the following additional requirements must be met:

This student has completed degree requirements as specified in his/her catalog and is conferred with a:

- Bachelor Associate
- Spring Summer Fall 20_____

By: _____