



## APPLICATION FOR UNDERGRADUATE DEGREE CANDIDACY

Your **NKU e-mail address** will be used for any correspondence regarding your degree requirements. The address below will be used for all correspondence regarding the Commencement Ceremony. Diplomas will be mailed to your permanent address on file. Check Norse Express to ensure that your permanent address is correct. If you change your name on your NKU record, the name as indicated for your diploma will not automatically be changed. Direct any diploma name changes or commencement address changes to the Office of the Registrar.

**The Graduation Application Fee is \$30 and is due at the time you submit your Application for Degree Candidacy.**

### PLEASE PRINT

FULL NAME \_\_\_\_\_  
(As you wish it to appear on diploma - First, Middle, Last)

ADDRESS \_\_\_\_\_  
Number & Street City State ZIP

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PHONE \_\_\_\_\_  
(Where you can be reached 8:15 a.m. - 6 p.m.)

**SEMESTER/YEAR OF GRADUATION:** [ ] FALL [ ] SPRING [ ] SUMMER \_\_\_\_\_  
Year

### DEGREE APPLYING FOR (CHECK ONE):

- |   |   |
|---|---|
| <input type="checkbox"/> Associate of Arts (AA)             | <input type="checkbox"/> Bachelor of Organizational Studies (BOS) |
| <input type="checkbox"/> Associate of Applied Science (AAS) | <input type="checkbox"/> Bachelor of Science (BS)                 |
| <input type="checkbox"/> Bachelor of Arts (BA)              | <input type="checkbox"/> Bachelor of Science in Nursing (BSN)     |
| <input type="checkbox"/> Bachelor of Fine Arts (BFA)        | <input type="checkbox"/> Bachelor of Social Work (BSW)            |
| <input type="checkbox"/> Bachelor of Music (BM)             |   |

**MAJOR(S):** 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
(If more than one, place in order of preference)

**MINOR(S):** 1 \_\_\_\_\_ 2 \_\_\_\_\_

**AREA(S) OF CONCENTRATION:** 1 \_\_\_\_\_ 2 \_\_\_\_\_

PROGRAM CERTIFICATION FOR MAJOR ON FILE

PROGRAM CERTIFICATION FOR MINOR OR AREA OF CONCENTRATION ON FILE

All **Bachelor** degree applicants (excluding Post-bachelor (PB) students) are required to participate in the **Senior Assessment** prior to graduation. For questions regarding the Senior Assessment, refer to the Testing Office website at [nku.edu/~testing](http://nku.edu/~testing).

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

# General Graduation Information

## Application Deadlines:

Official graduation application deadlines are published in the University Catalog, University Academic Calendar, and the online Registration Guide.

## Graduation Requirements:

In addition to major/minor/area of concentration program requirements, students must satisfy general education, university, residency, hours earned, and grade point average requirements specified in the applicable University Catalog. For detailed information regarding graduation requirements, visit: <http://www.nku.edu/~registrar/> → *Graduation Information*.

## Graduation Checklist

### Academic Checklist:

- General Education Requirements (as outlined in your governing catalog).
- Major Area of Study Requirements (as outlined in your governing catalog).
- Secondary Area of Study Requirements - Minor and/or Area of Concentration (as outlined in your governing catalog).

### Residency Requirements:

- Associate's Degree: Last 20 credit hours completed at NKU.
- Bachelor's Degree: Last 30 credit hours completed at NKU.
- Minimum 25% of coursework completed at NKU.

### Total Hours Earned Requirement

- Associate's Degree: Minimum 64 credit hours at 2.0 GPA or above or as required by degree program.
- Bachelor's Degree: Minimum 128 credit hours at 2.0 GPA or above or as required by degree program.
- Upper Division Requirement for Bachelor's Degree: 45 credit hours at 300 level or above.

Note: Additional requirements may apply depending on your program of study.

### Application Checklist:

- Senior questionnaire, available at: <http://access.nku.edu/ucc/senior.htm>.
- Application for Degree Candidacy (submit to Office of the Registrar AC 301).
- Program Certification forms for each major, minor and/or area of concentration (submit to Office of the Registrar AC 301).
- Application fee paid (Office of the Bursar, AC 235).

For detailed information regarding any of the above items, please refer to *Graduation Information* online at: <http://www.nku.edu/~registrar/>.

For assistance in reviewing progress toward degree and graduation requirements, review your Degree Audit online via Norse Express.

If you have questions regarding academic progress in your program of study, contact your academic advisor.