

Print legal name as it appears on SOU records _____ Phone _____ Date _____

Diploma mailing address _____

Graduation Term (term and year you will complete all degree requirements): _____ SOU ID _____

- Degree you are applying for:** **Master of Science (MS)** **Master of Arts (MA)** **Master of Theatre Studies (THSM)**
 Master of Interdisciplinary Studies **Master of Business Administration (MBA)** **Master in Management (MIM)**

Major you are applying for: (Major does not need to be checked for students pursuing the MBA or MIM)

- Environmental Education Mental Health Counseling Spanish Language Teaching
 Applied Computer Science Production and Design
 Education – Concentration(s): _____
 Teaching – Concentration(s): _____
 Interdisciplinary Studies – Concentration(s): _____

Department Use Only

APPROVAL: Print name _____ Signature _____ Date _____

Major Code _____ Concentration Code (if applicable) _____

DEGREE AUDIT CHECKLIST

(Please initial as each line is verified. All lines must be initialed or marked "NA" for "not applicable" or the application will be returned to the department for completion.)

- _____ Student status has been verified and is correct.
NOTE: Student must be officially admitted and student status in Banner must be "GR – Graduate" for the term in which the degree is to be awarded. If the student status is not correct, please rectify the issue with Admissions or ESC before submitting this application.
- _____ Student's program (i.e. degree and major) have been verified and are correct per the catalog year (note: students can only pursue a degree that was offered during a catalog year that they attended SOU).
- _____ Application fee has been charged to the student's account by the department.
If ESC needs to apply the charge, please check this box:
- _____ Student's transcript has been reviewed and all courses required for this program have been taken and the student received acceptable grades.
- _____ Student's transcript has been reviewed and all grades have been submitted and there are no I, E, or M grades on the transcript.
- _____ Student's GPA has been verified as sufficient to be awarded this degree.
- _____ If applicable, all additional degree requirements have been met (e.g. thesis defense, written exam, etc.).
- _____ Student's mailing address for the diploma has been verified as current.

Note: Degree applications must be received within 4 weeks of the end of the term in which the student completed all requirements. If received after this date, the student's degree will not be awarded until the end of the following term.

ESC Use Only

4/11 DEGREE AWARDED: Date _____ Initials _____ Diploma _____