

INSTRUCTIONS

1. Student enters all necessary information and submits the completed form to the Registrar of the home campus prior to the end of the sixth week of the fall or spring term in which the degree is to be conferred. For the summer session, the deadline is the third week of the session.
2. The home campus Registrar forwards the form to the Registrar of Campus #2, along with a complete copy of the student's academic record and current schedule of class assignments.
3. The Campus #2 Registrar attaches the necessary audit document to the form and the record copy and forwards all information to the appropriate School/College dean or designated candidate coordinator.
4. The School/College reviews the student's record to determine whether the student is acceptable as a candidate. (Note: This does not imply final approval for the degree to be awarded; it is merely to evaluate the student's potential as a candidate.)
5. If the student is an acceptable candidate, the School/College official adds the appropriate program of study code, signs the form, retains the original and sends three copies to the Campus #2 Registrar for distribution. If the student is not an acceptable candidate, the unapproved form is returned to the Campus #2 Registrar, who notifies the student that the request has been denied.
6. If School/College approval has been granted, the Campus #2 Registrar adds the student's name to the School/College to the School/College candidate list, orders an appropriate diploma, and sends all necessary mailings to the student concerning graduation.
7. Final determination of whether the degree will be awarded will be made by the School/College at the end of the academic session after the student's final grades have been received on Campus #2.