



CSU, Sacramento

BACHELOR'S DEGREE APPLICATION

LIBERAL STUDIES MAJOR

- STEP I** Fill in the top of the Degree Application. Write your name, as it is to appear on your diploma.
List completed Liberal Studies courses:
Circle or write in appropriate CSUS and approved transfer courses indicating the number of lower or upper division units (LD or UD), grade and college attended, if not CSUS. **Leave the Taken/Req column blank. Leave grade column blank for courses in progress or planned. See sample on reverse.**
- STEP II** Any waiver or substitution of the courses listed on this degree application **MUST BE APPROVED AND NOTED** by your advisor and Liberal Studies Chairperson.
If your advisor approves a substitution after you have already turned in your degree application, it is your responsibility to have your advisor or the Liberal Studies Chairperson submit a change in writing to the Degree Evaluations Office.
- STEP III** All degree applications must be reviewed and signed by your Liberal Studies Advisor and the Liberal Studies Chairperson. Sign your name in the lower right hand corner. Your diploma will be mailed to the permanent mailing address on file with the Admissions and Records Office. Address changes must be reported to the Registrar's Office by completing a Data Change Form at the Admissions and Records Service Counter in Lassen Hall.
- STEP IV** Take your completed Liberal Studies Degree Application and pay the graduation/diploma fee (\$63.50) at the Student Financial Services Counter (Cashier's Office) located in Lassen Hall 1001. You may pay the fee by cash, check or charge (make checks payable to CSUS).
- STEP V** Return completed Bachelor's Degree Application forms to the Admissions and Records Service Counter in Lassen Hall by the appropriate deadline below. Make sure you make a copy of your completed Liberal Studies Degree Application before you hand it over to Admissions and Records!
- STEP VI** Don't forget STEP V; if you forget to turn in your Liberal Studies degree application, your graduation date will be held up.
- LATE APS** If you should miss the deadline for the semester you plan to graduate, you will need to apply for graduation for the following semester. Once you have registered for your final courses you will need to compose a letter to the Degree Evaluations Office (Admissions) asking to have your degree date moved to the correct semester (include your SSN and your signature). The penalty for applying late is only receiving senior status versus graduating senior status during registration.

NOTE: If you are declaring a minor or second major, you must complete and attach a separate degree application.

A copy of your Degree Evaluation will be mailed to you and to the Liberal Studies Program office after it has been completed (prior to the beginning of your final semester). If you have questions concerning your completed Degree Evaluation, please call (916) 278-4862 to speak with a Degree Evaluator or to schedule an appointment.

You will be given a one-time-only priority registration through My Sac State registration for your last semester if you submit your degree application within the filing timelines listed below:

Degree Filing Timelines :

SEMESTER OF GRADUATION	DEGREE APPLICATION DEADLINE
Spring	May 1
Summer	May 1
Fall	November 1

Graduation/Diploma Fee: \$63.50

Graduation Date Change Fee: \$28/Duplicate diploma fee: \$20