

## APPLICATION FOR BACHELOR'S DEGREE

I wish to have my degree conferred in:     January     May     August    \_\_\_\_\_ (year)

I entered Case as a:     First year     Transfer     Binary

I have reviewed and attached my DPR as proof of my eligibility to receive my degree on the above date.   

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Below, please print your full legal name, as it should appear on your diploma.*

\_\_\_\_\_  
Name (First)                      (Middle)                      (Last)                      I.D. Number

\_\_\_\_\_  
 Male     Female     Other

Phonetic spelling if name is frequently mispronounced.

\_\_\_\_\_  
Local address: (including street number & name, dorm name, room/apartment number, city, state, zip code)

\_\_\_\_\_  
Local telephone number              Home telephone number              E-mail address              Birthdate

\_\_\_\_\_  
Permanent address: (including street number & name, room/apartment number, city, state, nine digit zip code)

**Degree(s) to be awarded:**  B.A.     B.S.     B.S.E.     B.S.N.              **Core/GER:**  Sages     A&S     Engr     Weatherhead     Nurs

Major(s) \_\_\_\_\_ Major Advisor(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_ Minor Advisor(s) \_\_\_\_\_

Humanities/Social Sciences Sequence (Engr Core Only) \_\_\_\_\_

**Please check if applicable:**     BS/MS Program     IGS Program     Sr Yr in Professional Studies     Sr Yr *in absentia*

### Instructions for the Application for Bachelor's Degree

1. Candidates for the bachelor's degree are strongly advised to apply in the semester **PRECEDING** the final semester of enrollment. Application for the bachelor's degree to be awarded in **MAY** should be submitted after registering for the Spring Semester. Application for the bachelor's degree to be awarded in **AUGUST** should be submitted after registering for the Summer Session. Application for the bachelor's degree to be awarded in **JANUARY** should be submitted after registering for the Fall Semester.

**Final Deadlines: December 1 for May degree, October 1 for January degree, June 1 for August degree**

2. Please ensure that the **Degree Progress Report (DPR)** that you attach is accurate and reflects that you have or will have satisfied all degree requirements. **Any requirements not shown as satisfied on the DPR ("NO" or "-")** must be explained or noted through corrections on the **DPR Correction Sheet**. It will be used to certify your degree(s). **The DPR Correction Sheet must be signed by your advisor(s).**
3. If you **DO NOT GRADUATE**, it is necessary to submit a new application for the bachelor's degree.
4. If your **ADDRESS CHANGES** after you fill out the application and before you graduate, you must notify the Office of Undergraduate Studies in order to receive mailings concerning graduation requirements, commencement, rehearsal information, etc.
5. If you are downloading the application, you must hand deliver it to Sears 357 or mail it, along with your DPR, to:  
Case Western Reserve University, Office of Undergraduate Studies, Sears Building 357, Cleveland, OH 44106-7028
6. Your diploma will present the following information: your full name (initials will be printed without a period), your degree (Bachelor of Arts, Bachelor of Science, etc.), your major(s), graduation honors (*summa cum laude*, *magna cum laude*, *cum laude*). The diploma will **NOT** include minors, departmental honors, IGS, or BS/MS designations.