



APPLICATION FOR GRADUATE DEGREE CHECKOUT FORM
 KENTUCKY STATE UNIVERSITY - OFFICE OF THE REGISTRAR
 (Revised 2022)

The student must apply for graduation the semester prior to the date of graduation. The deadline for submittal is found in the Academic Calendar.

- x The student must complete section I of this form, sign Section IV, and submit this application to the chairperson or dean.
- x The department must complete Section II, III, and signature portion of Section IV of this form and submit to Office of Graduate Studies.
- x The department must attach a copy of the curriculum checklist with notations of completed, substituted and waived courses.
- x Upon receipt the Office of the Registrar will complete the preliminary degree audit and notify the student and department of the status of the Application for Graduate Degree.

I. Student Information

SID: _____ Expected Grad Date: _____ (Ex: Spring 2022)

Name: _____ Home (Required): _____

Note: Print full name as it is to appear on diploma

Name on University records (If different than above): _____

Current E-mail: _____ Current Phone Number: _____

Address after graduation: _____

Street City State Zip

Advisor: _____ Catalog/Entry: _____

Degree: _____ Program _____ Specialization _____

II. Courses in Progress (For transfer courses, identify institution after course number)

Fall _____ (If applicable) Spring _____ (If applicable) Summer _____ (If applicable)