DEGREE APPLICATION

WESTERN WASHINGTON UNIVERSITY
REGISTRAR'S OFFICE

INSTRUCTIONS

Exceptions:
CBE students – Contact Department Manager for major/minor evaluation(s).
Fairhaven Students – Contact the main office of Fairhaven College.
Off-Campus Extension Program Students – Contact your program support staff for deadlines and application instructions.

1. Review your Degree Works in MyWestern and ensure your major/minor declaration(s) are accurate. If updates are needed, submit the appropriate Major/Minor Declaration and Change form found on the Registrar's Office website.
2. Contact your department(s) for major/minor evaluation approval a month prior to the application deadline. Departments document approval electronically by entering a Note at the bottom of Degree Works.
3. When approval for all programs have been documented in Degree Works, fill out both pages of this **Degree Application**, save your completed application and email it to DegreeEval@wwu.edu.

Note: Your student account with be charged the fee based on when the application is received via email even if it is entered to the system after the deadline. Processing can take up to 3 months at times of high submission volumes. When your application has been processed, your final Degree Evaluation will be sent to your student email address. Track your application status in Degree Works or at the bottom of your unofficial transcript in Web4U. Degree status will show "Pending" until the degree is awarded at the end of your final quarter.

WWU GRADUATION REQUIREMENTS

☐ I understand that at the end of the quarter in which I have applied to graduate I must have:
- Satisfied the GURs or ☐ I have a DTA
- Minimum 180 total credits
- Minimum 60 upper-division (300-400 level) credits
- Minimum 45 credits completed in residence (enrolled at WWU)
- Minimum of three writing proficiency (WP) points with grade C- or better
- Attend final quarter in residence (enrolled through WWU)
- Western GPA of at least 2.00

THIS IS NOT A COMMENCEMENT RESERVATION.
Commencement ceremonies occur twice annually in June and December.

NAME (as you wish it to appear on your diploma)		**STUDENT NUMBER** W
☐ **REAPPLICATION: I have previously applied for my degree and am changing my graduation quarter or major.**		
EMAIL After Graduation	**PHONE** (include area code)	**GRADUATION QUARTER and YEAR**
DIPLOMA ADDRESS (for mailing 6 to 8 weeks after close of quarter) **Street**		**FINANCIAL AID needs an evaluation for MAC Appeal?** **YES** ☐ **NO** ☐
City, State, Zip		**Do you receive Veteran's Education Benefits?** **YES** ☐ **NO** ☐
☐ **I confirm all my major/minor evaluation(s) have been approved at the bottom of Degree Works before application submission.**		
MAJOR(s)	**MINOR(s)**	

OFFICE USE ONLY

Program: Program - College Special Instructions:

Fee Billed: Fee	**Field of Study**	**Code**	**Catalog Term**
Major(s)			
Minor(s)			

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Requirements Remaining

- Review your Degree Works. List all courses remaining for your degree below, including the quarter you plan to take each course. This information will ensure greater accuracy of your official Degree Evaluation.
- If **uncertain of your exact schedule**, list the type of course you will take and credits required. Examples:
  - 300/400 level classes – 8 credits
  - Capstone – 4-5 credits
- Include outstanding incomplete courses (grades of K).
- Indicate courses that will be taken from a transfer school.

Current Quarter Courses	
Course Number (ex. SUBJ 101)	**Credits**
Writing Proficiency (WP):	
GUR:	
MAJOR:	
MINOR:	
ELECTIVES (to reach 180 total/60 upper-division credits):	

Future Quarter Courses		
Course Number (ex. SUBJ 101)	**Credits**	**Quarter**
Writing Proficiency (WP):		
GUR:		
MAJOR:		
MINOR:		
ELECTIVES (to reach 180 total/60 upper-division credits):		