

Rose State College Application for Degree Audit

Office of Admissions and Records

6420 S.E. 15th, Midwest City, OK 73110-2799



www.rose.edu

Please file a separate application for each degree audit you are requesting:

Student Name _____
First Middle Last Suffix

Student ID # _____ Previous/Maiden name(s) _____

Home phone #(_____) _____ - _____ Work phone #(_____) _____ - _____ Alternate phone #(_____) _____ - _____

Mailing Address _____
Street City State Zip Code

Date of Birth _____ - _____ - _____
Month Day Year

Major _____ Option(if applicable) _____

Transfer/Test Credit

List all colleges and/or universities attended besides Rose State College. Please also include any military training. i.e. CCAF, SMART, AARTS, ACE, CLEP, DANTEs, AP or IB. The DD214 may be used to award credit only if a student provides proof that he or she does not have credit through one of the above military branches for basic training.

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____
7. _____ 8. _____ 9. _____

Additional Information

Do you have a previous degree check or transcript evaluation on file? Yes No

If so, what majors/options? _____

Are you still pursuing degrees pertaining to the major/option listed above? Yes No

Are you changing your major? Yes No

Are you earning an additional associate degree? Yes No

Do you plan on declaring a double-major? Yes No
(Double-majors must be filed/declared on the same date to be considered a double-major)

Student Acknowledgement

I understand that it is my responsibility to ensure that the Office of Admissions and Records has received all official transfer transcripts from each previous college or university attended or test credits to be applied. If I have in progress work at another college or university I may be required to turn in an additional official transcript. Additionally, I understand that I must satisfy all curricular and performance deficiencies prior to the conferral of an Associate in Arts or an Associate in Science degree.

Student Signature

Date

*Please see the reverse side of this page for additional information about Double Majors, Additional Options, Transfer Transcripts, GPA, Academic Residency, Deficiencies, Total Hours and Deadlines.

Graduation Policies

Grade Point Average Required for Graduation. Students pursuing the Associate in Arts, Associate in Science, and Associate in Applied Science degree must have at least a 2.0 grade point average to graduate. The grade point average includes all course work attempted but excludes any course work repeated or reprieved under the terms of the College's Academic Forgiveness Policy including transfer credit from all accredited institutions of higher education attended, and 0-level course grades.

Academic Residency Required for Graduation. A minimum of 15 credit hours at the 1000 level or higher must be earned in residence at Rose State College before a degree will be conferred.

Deficiencies/Proficiencies to Complete for Graduation. All high school curricular deficiencies and performance proficiencies must be cleared, as required by chosen degree program.

Total Hours Required for Graduation. Students must complete a minimum of sixty-two credit hours at the 1000 level or higher, including all degree requirements, for an Associate in Arts, Associate in Science, or Associate in Applied Science degree.

Transfer Transcript Credit/Grade Changes. All academic records, including official transcripts from all institutions of higher education attended; any grade changes, including the completion of "I" (incomplete) course work; course substitutions; and extracurricular credit, must be on file in the Office of Admissions and Records prior to the awarding of a degree. Documents received after the last day of the month in which degree course requirements are completed will result in the degree being posted for the next semester.

Graduation Fee. The \$15 graduation fee for each degree granted must be paid before the end of the semester in which the student plans to complete the degree requirements. Transcripts reflecting degree earned are available approximately four weeks after the close of each term (fall, spring, summer). Diplomas are mailed approximately six weeks following the close of the semester in which the degree is earned. Currently this fee is covered by PepsiCo.

Graduation Exercises. Graduation exercises are held once each year, at the end of the spring semester. Students are encouraged to participate in the event. Students who completed degree requirements in the preceding fall semester may participate. Also, students who are candidates for spring and summer graduation are strongly encouraged to participate in the ceremony. Information to order cap and gown for the ceremony is available each spring in the Office of Admissions and Records, or Rose State College Bookstore.

Graduation Deadlines. Students must apply all course work and submit all transcripts in accordance with the following deadlines to be considered for graduation.

- Last working day of August for a summer graduation date.
- Last working day of January for a fall graduation date.
- Last working day of May for a spring graduation date.

Degree Qualifications

Students can enhance the pursuit of a degree by working on the following:

Additional Options within a Degree Program. Students may complete more than one option within a degree program. The diploma will reflect only the degree earned, and documentation of the additional option(s) will be provided on an official transcript.

Double Majors for an Associate Degree. A double major is not the same as an additional associate degree. Students must request the intention for a double major on the degree audit. Duplicate courses that are required for both majors' Program Requirements will be counted for completion of both majors. In some instances, depending on the catalog year and degree, an additional 15 credit hours may apply.

Earning an Additional Associate Degree. Complete a minimum of an additional 15 credit hours at Rose State College for a different degree program, in addition to the credit hours required for the initial degree. The additional 15 credit hours for the additional degree must apply toward the second degree/major. The program requirements section must be completed; and, if needed, additional courses will be completed in the Support and Related Requirements section. A student may apply for two or more degrees at the same time. It is not necessary to wait until one degree is completed before taking courses for the additional degree.

Note: A student who has missed two or more consecutive semesters at Rose State College must re-enter under the most current catalog.