

# Application for Degree Audit

Rose State College Graduation Services Center  
Student Services Building, 106  
6420 S.E. 15<sup>th</sup> Street, Midwest City, OK 73110



[www.rose.edu](http://www.rose.edu)

P: (405) 733-7332 | F: (405) 733-7915

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

Degree Audit Request (major) \_\_\_\_\_ Option (if applicable) \_\_\_\_\_

Are you also earning a Certificate? Yes  No  If yes, list the Certificate name: \_\_\_\_\_

## 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, DANES, 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. \_\_\_\_\_

## Additional Information

Do you have a previous Degree Audit on file? Yes  No

If so, what major(s)/option(s)? \_\_\_\_\_

If you have an additional Degree Audit on file, are you still pursuing courses pertaining to complete the major(s)/option(s) listed above?  
Yes  No  N/A

Will the Degree Audit be used for a RSC Financial Aid Appeal? Yes  No

Will the Degree Audit be used by the RSC Veterans Affairs Office? Yes  No

Are you earning an additional associate degree? Yes  No

Have you earned a bachelor degree? Yes  No

If so, list the university that you were awarded the bachelor degree. \_\_\_\_\_

Do you plan on declaring a double-major? Yes  No

If so, which degrees do you plan to double-major? \_\_\_\_\_

(Double-majors must be filed/declared on the same date to be considered a double-major. Note: You must complete the requirements for both degrees during the same semester. See the RSC College Catalog/Graduation Requirements for more details.)

## 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

**Application for Degree Audit Student Copy/Graduation Requirements/**  
*Please review the Rose State College Catalog/ Graduation Requirements*  
*For more information, contact the Graduation Services Center, SSB 106*

**Student Name:** \_\_\_\_\_

**Date Received:** Graduation Services Center Stamp or Academic Advisor notation.

**Degree Audit Request (Major):** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Application for Graduation.** The Application for Graduation form should be submitted to the Graduation Services Center at least one semester prior in which the student plans to graduate, or when a student has accrued 35-40 credit hours toward his/her degree.

**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.** *Currently this fee is covered by PepsiCo* - 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.

**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 Graduation Services Center, SSB 106, 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.

**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. Students must finish the requirements for both majors during the same semester to earn a double ...major. Otherwise, if not completed simultaneously, the unfinished degree is considered an additional associate degree. 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.**