

Instructions for Completing an Undergraduate Degree Plan Acknowledgement and Responsibility Form

1. Check the appropriate box:

- a. Indicate if this is the first degree plan, a revised degree plan or a second major degree plan.

2. Date:

- a. Type in the date in numerical form starting with the month followed by the day and then the year (ex. 01/01/2009).

3. Indicate if the student has applied for graduation.

4. Indicate if the student is using Veteran benefits.

5. University ID#:

- a. Type in the student's full University ID#.

6. Indicate if the student is an athlete.

7. Student:

- a. Type in the student's name

8. Academic Advisor:

- a. Type in the name of the student's Academic Advisor.

9. Catalog Year:

- a. Type in the catalog year for the degree the student will be using (ex. 2012-2013).

10. Previous Catalog Year:

- a. Type in the previous catalog year, if applicable (ex. 2012-2013).

11. College:

- a. Select the College.

12. Degree:

- a. Select the degree the student will be pursuing.

13. Major Field of Study:

- a. Type in the Major abbreviation (ex. Agribusiness = AGBU, Business Administration = BA, Management = MGMT, etc.)

14. Concentration, 1st Minor, & 2nd Minor:

- a. Type in the Concentration, 1st Minor and/or 2nd Minor abbreviation, if applicable.

*The Undergraduate Degree Plan Acknowledgement and Responsibility Form must be signed by the Student, Academic Advisor and Department Head **BEFORE** it is sent to the Registrar's Office. Any forms not properly signed will be returned to the department for completion.*