



**DEGREE CHECK UPDATE REQUEST**

Name \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ HSU ID # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Local Phone # \_\_\_\_\_

Expected graduation date currently on record: Term \_\_\_\_\_ Year \_\_\_\_\_

Degree:  BA  BS  MA  MBA  MFA  MS  Certificate of Study

Major(s): \_\_\_\_\_

*Please update my degree check to:*

- include most recent coursework, petition, revised contract, transcripts, etc.
- change expected graduation date to: Term \_\_\_\_\_ Year \_\_\_\_\_  
(If changing from a graduation date that has already passed, a reapplication fee of \$25 is charged.)

CashNet SmartPay Receipt # \_\_\_\_\_

FOR OFFICE USE ONLY		
Date _____	Initials _____	Receipt Sheet # _____

- add minor(s) \_\_\_\_\_
- add second major (please include approved major contract, if it is not already on file with Enrollment Management)
- change diploma mailing address to \_\_\_\_\_  
\_\_\_\_\_
- change name as it should appear on diploma/commencement program to \_\_\_\_\_  
*(Please note this is to add or drop middle initial or name, add or delete a hyphen, or otherwise make a small adjustment to your legal name. To change your name of record, you must file a Name Change form with appropriate documentation.)*
- other \_\_\_\_\_  
\_\_\_\_\_