APPLICATION FOR GRADUATION

OFFICE OF THE REGISTRAR – C158

If you will complete your degree requirements in this academic year (September – August), you must apply for graduation by one of the dates listed below:

Fall & Winterim Sessions: April 15

Spring & Summer Sessions: November 15

STEP ONE: Complete the Student Information box on the right side of this form.
(A separate application needs to be filed for each degree earned.)

STEP TWO: Bring this form to the Bursar's Office (B127) and pay the $30 graduation fee. (*The bursar's office must initial this form for payment confirmation.*)

STEP THREE: Bring this completed form and the receipt to the Registrar's Office (C158) by the deadline listed above.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

The application and the graduation fee are valid for *one academic year (September – August)*. You must submit a new application and pay the fee again if the degree requirements are not met by August.

Only those students who submit the graduation application by the deadline will be listed in the May commencement ceremonies book. To participate in the ceremony, candidates for graduation must contact the Office of Student Life (A713).

STUDENT INFORMATION

Name: _____

NOTES: (1) **WRITE YOUR NAME AS IT SHOULD APPEAR ON YOUR DIPLOMA**
(2) If you attended under a different name, you must submit a name change request with legal documentation to C158

Major: _____

ID#: _____ **Degree:** _____ 1YR AAS _____ 2YR AAS
_____ BFA _____ BS
_____ MA _____ MPS

Expected Graduation Date:

December January May August Year: _____

ADDRESS WHERE YOUR DIPLOMA SHOULD BE SENT:
Your diploma can **NOT** be mailed to a campus address. You are responsible for making address changes in C158 after the graduation application is submitted.

Street: _____

City: _____ State: _____

Country: _____ Zip or Postal: _____

Telephone Number (_____) _____

I UNDERSTAND THAT APPLYING FOR GRADUATION DOES NOT GUARANTEE THAT I WILL GRADUATE AND THAT THE APPLICATION AND FEE ARE VALID FOR ONE YEAR ONLY.

Signature: _____

MISSED APPLICATION DEADLINE

I acknowledge that I have missed the application deadline date for the term in which I intend to graduate. Further, I understand this action may result in a delay of the review of my graduation eligibility and/or my name may not be listed in the commencement ceremonies.

_____ _____
Student Signature Date

FOR OFFICE USE ONLY:

Office of the Registrar – C158

Approval for Bursar to process: _____ Date: _____

Office of the Bursar – B127

Graduation Fee Payment Verified: _____ Date: _____

Registrar – White Student – Canary

MAR 07 E.D