Graduation Application for UNDERGRADUATE Degree

Apply TWO Semesters before your Graduation Date

1. **SUBMIT a completed and signed Graduation Application with an ADVISOR SIGNATURES** (this form and attached Advising Sheet) and the Graduation Fee ($180/Bachelor’s or $95/Associate or Certificate) to Registrar’s Office.

2. Your degree WILL NOT be posted and will not appear on your transcript unless:
   a) you have completed this Graduation Application AND b) you have fulfilled all degree requirements.

3. All graduation requirements must be completed before participation in the commencement ceremony.

A. PRINT your name EXACTLY as you want it to appear on your diploma; SIGN at the bottom of this form.

________________________________________________________________________
First       Middle       Last                     Student # (not SS)

________________________________________________________________________
Address     City         State        Zip Code

Home Phone #             Work Phone #

B. Please check the degree you are applying for and indicate your major:
   - B.A. with Major in ________________________________
   - B.A. with Major in Interdisciplinary Studies with Primary Concentration in: _______________ and Secondary Concentration in _________________
   - B.A. in Ed. with Major in Elementary Education with a Concentration in ________________________________
   - B.S. with Major in ________________________________
   - B.S.W. with Major in Social Work
   - A.A. with Major in ________________________________
   - A.D.N in RN
   - Certificate in ________________________________

C. Courses yet to be completed: ________________________________________________________________

D. All courses will be completed by the end of: (circle one) Fall/Spring/Summer of _____________ (indicate year)

E. Catalog Year Graduating Under: ( ) 2013-2014    ( ) 2014-2015 ( ) Other: ______________

__________________________________________________________________________________
** Signature of Applicant for Graduation / Date Signed

***REQUIRED ADVISOR SIGNATURES plus attached ADVISING SHEET signed by advisor

________________________________________________________________________
Signature of Academic Advisor / Date Signed ____________________________________________

Department Chair / Date Signed

Note: Once the Registrar’s Office receives your completed Graduation Application, you will receive a letter in approximately 2-4 weeks advising you of any missing requirements. Please contact the Registrar’s Office with any questions.

Original: SSO

Form Effective: August 1, 2014 to July 31, 2015