



Graduation Application – Degree Completion Program

REGISTRAR’S OFFICE

Name _____

Date _____

Student ID # _____

Box _____

Instructions and Information

Deadline for Completing Program: Candidates MUST COMPLETE ALL REQUIREMENTS in their degree program BEFORE graduating and participating in a commencement ceremony.

Graduation Date: Students need to select the graduation date which occurs at the completion of their degree program. Three dates are available each year: mid-May, late August, and mid-December. Candidates who graduate in August may participate in the subsequent December commencement ceremony.

Deadline for Filing Application: Completed applications must be submitted to the Registrar’s Office by March 1 for May graduation, August 1 for August graduation, or October 15 for December graduation.

Graduation Fee: The fee of \$120 will be charged to the student’s account during the final semester prior to the graduation date. Because graduation expenses are shared equally by all graduates, the graduation fee is not reduced for absentia graduates.

Diplomas: Diplomas are awarded after completion of all requirements and payment of all financial obligations to the University. Graduates who are unable to receive their diploma may submit a written request to the Registrar asking for a letter certifying completion of requirements.

Caps and Gowns: Candidates should pick up their caps and gowns at the Cairn Campus Store.

Graduation Date	
<input type="checkbox"/> May <input type="checkbox"/> August <input type="checkbox"/> December	Year: _____
Do you plan to participate in the Commencement Ceremony when you graduate?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> August graduate walking in December	
Student accounts must be paid in full by April 1 to participate in May commencement or by Nov 1 to participate in December commencement	
Diploma & Commencement Program Information: PRINT your name EXACTLY as it should appear on your diploma and in the commencement program. Please use proper capitalization and punctuation.	
Name	Hometown/State
Regalia: Please provide your approximate height and weight for ordering caps and gowns	
Height	Weight
Current Address	Address After Graduation
Street	Street
City/State/Zip	City/State/Zip
Phone (<input type="checkbox"/> Home <input type="checkbox"/> Cell)	Phone (<input type="checkbox"/> Home <input type="checkbox"/> Cell)
E-mail	E-mail
<i>Upon my graduation, I request a sealed official copy of my transcript.</i>	
Signature _____	Date _____