MASTER & DOCTORAL
APPLICATION FOR GRADUATION

Your name as it is to appear on your diploma _____ ID# _____

Phonetic Spelling _____
Please complete if your name is commonly mispronounced.

Degree:

☐ MA ☐ MBA ☐ MED ☐ MPA ☐ MPAS ☐ MPT ☐ MS ☐ MSCIS ☐ MSE
☐ MSEE ☐ MSEH ☐ MSES ☐ MSME ☐ MSN ☐ DPT ☐ PhD ☐ PCT

Major _____

Date of Graduation: ☐May 20_____ ☐August 20_____

Ceremony:

☐ **I DO** Plan to participate in the May Commencement exercises. HEIGHT _____ WEIGHT _____
☐ **I DO NOT** Plan to participate in the Commencement exercises.

Date of Graduation: ☐December 20 _____

Ceremony:

☐ **I DO** Plan to participate in the December Commencement exercises. HEIGHT _____ WEIGHT _____
☐ **I DO NOT** Plan to participate in the Commencement exercises.

Signature _____ Date _____ For official use - graduation fee paid_____

All applications require signature of the Department Chair/Program Director.

I affirm that this individual will complete all degree requirements as of the above date.

Department Chair/Program Director _____ Date _____

INSTRUCTIONS

COMPLETING THE FORM:

- Print out, then complete this form and submit it to your Department Chair/Program Director for approval by the deadlines listed below. Please remember to print clearly.
- There is a graduation fee of $80.00. This is assessed whether or not you attend the ceremony.
- Application deadline for December graduation is September 15th and May and August graduation is February 15th
- Indicate above how you would like your name to appear on your diploma. This MUST conform to the official name of record at the time you graduate.

CEREMONY:

- Caps & gowns will only be ordered for those students attending the Commencement Ceremony.

MAILING DIPLOMAS

- Your diploma and complimentary student transcript will be sent to you at your preferred mailing address via First Class Mail. It is your responsibility to advise the Registrar's Office of any address changes to avoid delays in receiving your diploma.
- Diplomas or transcripts will not be released to anyone who has an outstanding balance with the University, including but not limited to Library and Parking fines.