



# Graduate School APPLICATION FOR GRADUATION



**Graduate students must be enrolled in the term in which they complete their graduate work or are scheduled to receive their degree.** Regardless of the course of action selected, all graduate students must either 1) be enrolled in thesis preparation courses for credit; 2) be enrolled in continuous registration (GRC 600); 3) be enrolled in a course for credit in their program of study in the term in which they receive their degree. Graduate students not complying with the policy stated above will be notified after the drop/add period has expired and will have 10 working days to comply with the policy or face possible dismissal from graduate study.

**Please enter your name as it is to appear on your diploma.**

**Name:**

**Student ID#**

first middle last

**Address:**

Address line 1 Address line 2

city state zip phone

**Expected graduation date:**

**Initial enrollment date:**

**Catalogue year:**

**Degree/Major/Concentration (if applicable):**

**Courses and other requirements to be completed.**

**Doctoral Degree Candidates Only (not required for master's candidates):** Please enter the title of your dissertation for inclusion in the commencement program.

**Substitutions:**

Required course Substitution requested Required course Substitution requested

**Justification for substitution(s):**

**Student Approval:** I agree with the above information and understand that deviations from what is listed on this application must be approved by my academic department and the Graduate School. I understand the diplomas are mailed to my permanent address by the Office of the Registrar and I have verified my address in SEANET. I also understand that if I have a balance due on my student account for any reason my diploma will not be released until this is cleared.

I give my permission to have my name printed in the commencement program: YES NO

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward the completed Application for Graduation to the Graduate School.** Deadlines are April 15 for the following summer and fall graduation; November 15 for the following spring graduation. If all degree requirements are not complete your graduation application will be rolled to the next available graduation term, you do not need to reapply.

**Transfer credit:** The academic department and Graduate School may accept up to six hours of graduate transfer credit with proper approvals (Transfer Request Form) and an official transcript from the school where the transfer courses were taken. Official transcripts must be sent directly to the Graduate School.