



**INSTRUCTIONS:** A candidate for a bachelor's degree must complete the front of this form and submit to his/her department for verification of degree requirements. Secondary Education, double major, and dual degree students must submit two applications. The department/s will then review and approve/deny and submit the application to the Graduation Coordinator. If you have NOT met all requirements for graduation, your department will notify you.

**MAY GRADUATION:**

Deadline for student submission of this form is **FEBRUARY 1** in order to be eligible to participate in the commencement ceremony, for your name to be listed in the commencement program, for recognition of honors at the ceremony, and for a diploma to be ordered in your name. The department must submit this application to the Graduation Coordinator by **MARCH 15**.

**\*AUGUST GRADUATION:**

(There is no August commencement ceremony. Instead, August degree candidates may elect to "walk" in the May ceremony or to "walk" in the December ceremony. Select choice below.)

Deadline for student submission of this form is **MARCH 1** in order to be eligible to participate in the commencement ceremony, for your name to be listed in the commencement program, for recognition of honors at the ceremony, and for a diploma to be ordered in your name. The department must submit this application to the Graduation Coordinator on or before **APRIL 1**.

**DECEMBER GRADUATION:**

Deadline for student submission of this form is **OCTOBER 1** in order to be eligible to participate in the commencement ceremony, for your name to be listed in the commencement program, for recognition of honors at the ceremony, and for a diploma to be ordered in your name. The department must submit this application to the Graduation Coordinator on or before **NOVEMBER 1**.

\*\*\*\*\***TO BE COMPLETED BY STUDENT**\*\*\*\*\*

**Student ID Number**

**PRINT** your name as you want it to appear on your diploma and in the commencement program

**PHONE:** ( \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ - \_\_\_ \_\_\_ (Where you can be reached if there are questions about your graduation.)

**E-MAIL ADDRESS:** \_\_\_\_\_

Which semester will you complete all requirements for your degree? (If this date changes, contact the Graduation Coord.)

- Spring Semester 20\_\_\_\_       \* Summer Semester 20\_\_\_\_       Fall Semester 20\_\_\_\_

**AREA OF STUDY:** Indicate your major, with concentration area if appropriate. (List only one major on this form. Complete another application if you are in secondary education, a double major or a dual degree student.)

Business:                      Major: \_\_\_\_\_  
Liberal Arts:                      Major: \_\_\_\_\_  
Education:                      Major: \_\_\_\_\_  
                    Sec. Ed. – 2nd Major: \_\_\_\_\_  
Science & Technology:      Major: \_\_\_\_\_

**DO YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY?**

(If neither box is checked, your name will be recorded as not participating.)       **YES**                       **NO**

**\*AUGUST GRADUATES:** Which ceremony do you plan to attend:    o May    o December    o Not participating

