



# GRADUATION REQUIREMENT CHECKLIST

**Graduation Fee:** Each member of a graduating class is charged a mandatory graduation fee at the time he/she completes the program and applies for the degree and/or certificate. This fee varies by program. This fee includes the cost of the completing any necessary paperwork and the diploma or certificate. It does not cover additional expenses for commencement exercises and/or pinning or other formal/informal ceremonies. No reduction of the fee is allowed for those not attending commencement ceremonies and receiving degrees in Absentia. Please submit a personal check or money order to the Office of Student Services to satisfy this requirement. This form and corresponding fee is due by the end of week 2 during your last program quarter. Please note: If a student needs to change his/her graduation term for any reason to a subsequent semester, the student must resubmit an application for degree and/or certificate and re-file an additional graduation fee.

**Fees: Bachelors Programs = \$175.00      Graduate Programs = \$175.00**

## DEGREE INFORMATION

Term and year for which **all degree courses and requirements** will be completed (complete last courses in program)

Fall (Dec) \_\_\_\_\_ Winter (Mar) \_\_\_\_\_ Spring (June) \_\_\_\_\_ Summer (Sept) \_\_\_\_\_ Year: \_\_\_\_\_

- "Graduation" takes place **ONLY** when all degree requirements for graduation have been met. All requirements must be met including submission of this form and appropriate fees. No exceptions. Student Initials: \_\_\_\_\_
- Degree you are pursuing (BSN, MS, Other): \_\_\_\_\_ Any change of major or degree objective, other than indicated on your records, must be accompanied by a "Change of Major Form".
- **If requirements not completed:** If you have not completed all degree requirements in the term for which you filed to graduate, you must re-file for a subsequent term. This includes receiving "Incomplete" grades.

*I understand that as the student, it is my responsibility to re-file another graduation requirement check in the event of a change of date (term) for graduation, change of name, change of major, minor, concentration, track, plan, specialty or option and that the graduation requirement check fees\* apply and will be reassessed due to these changes.*

Student Initials: \_\_\_\_\_

## STUDENT INFORMATION

Full Name (Official Name): \_\_\_\_\_ Date: \_\_\_\_\_

The Name You Want On The Diploma: \_\_\_\_\_

(spell carefully & clearly)

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

\* If the name on the diploma is different from your student record, supporting documentation is required when submitting.

## FOR OFFICE USE (DO NOT FILL OUT THIS SECTION)

	Complete	Incomplete	Signature	Date
Bursar's Office/Accounting				
Financial Aid				
Library				
Career Services				
Community Engagement				
Degree Program/Dean				
Registrar/Student Services				
Chief Academic Office				