



**APPLICATION  
FOR  
GRADUATION  
(GRADUATE)**

\_\_\_\_\_  
(NAME: Last, first, middle) PLEASE PRINT CLEARLY.

\_\_\_\_\_  
(Student ID #)

\_\_\_\_\_  
(Phone Number)

**ADDRESS:** Graduation correspondence will be mailed to your Mailing, Parent & Permanent addresses in Banner Web. It is your responsibility to update these addresses as needed.

**E-MAIL:** All electronic correspondence will be sent to your PLU E-mail Address. It is your responsibility to regularly check your account.

**IMPORTANT INFORMATION AND INSTRUCTIONS**

- This form must be turned in to the Registrar’s Office by the posted deadline; late applications will not be accepted.
- Make sure to meet with your advisor regarding your remaining coursework and/or completion of any exams. Your degree will not be posted unless all requirements are met.
- If you do not complete your degree within the term you indicate below, you must reapply.
- A non-refundable **\$75.00 graduation-processing fee** will be billed to your account.
- Participation in a graduation ceremony does not indicate your degree has been or will be awarded, all requirements, including final grades, must be completed by the University deadline for your degree to be awarded.

**DEGREE INFORMATION**

**Master of** \_\_\_\_\_

\_\_\_\_\_  
Program

\_\_\_\_\_  
Concentration (if applicable)

**COMMENCEMENT INFORMATION**

**Indicate the term/year you expect to graduate/complete all University and degree requirements?**

- I will be *completing* my degree in **May** \_\_\_\_\_, this mean I am eligible to participate in the *May Ceremony*.  
YEAR
- I will be *completing* my degree in **Aug** \_\_\_\_\_, this mean I am eligible to participate in the *May Ceremony*.  
YEAR
- I will be *completing* my degree in **Dec** \_\_\_\_\_, this mean I am eligible to participate in the *Dec Ceremony*.  
YEAR
- I will be *completing* my degree in **Jan** \_\_\_\_\_, this mean I am eligible to participate in the *Dec Ceremony*.  
YEAR

**Have you applied for graduation before?** YES \_\_\_ NO \_\_\_

**Do you require any special arrangements?** YES \_\_\_ NO \_\_\_

**NOTE:** If you have participated in a previous commencement ceremony you are no longer eligible to participate in another ceremony.

**DIPLOMA & COMMENCEMENT BULLETIN INFORMATION**

(Print your name as it is to appear on your diploma and in the commencement bulletin.)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

**Write your name as it sounds for pronunciation at Commencement:**

\_\_\_\_\_  
(ex. Cara Siobhan Loranger would be written...Care-ah Shūváughn Lō´renjer)

## ACKNOWLEDGEMENT OF PROCEDURES/RESPONSIBILITIES

\_\_\_\_\_  
Initial It is my responsibility to verify that I am enrolled in the correct courses to complete my degree.  
(Meeting with my degree's Program Coordinator to review my final requirements is the best option when determining degree completion status).

\_\_\_\_\_  
Initial I am responsible for all correspondence sent to my PLU E-mail account.  
(Should your PLU account not be functioning correctly you must see CATS for assistance. Information sent to your PLU E-mail account is considered sufficient notification.)

\_\_\_\_\_  
Initial Participating in a graduation ceremony does not guarantee my degree will be or has been awarded.

\_\_\_\_\_  
Initial Any missing final grades (Incomplete, In Progress, no grade submitted by faculty member, etc) will keep my degree from being awarded regardless of the reason the grade has not been submitted.

\_\_\_\_\_  
Initial Once my degree has been awarded, my diploma(s) will be mailed to my Permanent Address as listed in Banner Web.  
(Failure to provide an accurate Permanent Address will result in a \$55 fee for a duplicate diploma.)

\_\_\_\_\_  
Initial If I do not receive my degree in the term indicated on the front of this form I must reapply for graduation (submit a new application and repay the fee).

I, \_\_\_\_\_, understand the previously listed procedures/requirements and acknowledge that failure to meet and understand these procedures/requirements is solely my responsibility.

## GRADUATION APPLICATION DEADLINES

May/August..... December 1<sup>st</sup>  
December/January..... May 1<sup>st</sup>