



**APPLICATION  
FOR  
GRADUATION  
(UNDERGRADUATE)**

\_\_\_\_\_  
(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.
- **Final Academic Program Contracts (APCs) must be submitted for each major/minor you wish to receive.** A final APC has the signature of the Department Chair in the graduation clearance box. Without final APCs on file with the Registrar’s Office, your complete degree evaluation cannot be completed, you will not be allowed to participate in the ceremony and your degree will not be awarded.

(Note: the APC done when declaring a major/minor is not the same, an updated and signed version is required)

- 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 student account.

**DEGREE INFORMATION**

**Bachelor of** \_\_\_\_\_  
 Degree \_\_\_\_\_ Major(s) \_\_\_\_\_  
 \_\_\_\_\_  
 Minor(s) \_\_\_\_\_ Concentration(s) \_\_\_\_\_

**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 Shŭváuahn 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 a Registrar’s Office representative for a Personalized Degree Evaluation and/or a complete review of my Degree Evaluation are the best options 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>