



APPLICATION FOR GRADUATION

Last Name	First Name	
Mailing Address (while at school)		
City	State	Zip
@LASIERRA.EDU		
Email	Phone	Student ID or SSN

I ACKNOWLEDGE that it is primarily **my** responsibility to meet the requirements for graduation, and that I must fulfill all academic requirements and conditions indicated on Degree Works and in the Bulletin under which I plan to graduate. I am responsible to verify that all classes will be offered in the terms indicated and that no times conflict.

I UNDERSTAND that in order to participate in the commencement ceremonies, I must successfully complete or be currently registered for **all** requirements listed on this application, earning at least a "C" (not "C-") in all courses in my major field, cognates, foundational studies, and minor requirements.

I UNDERSTAND that a graduation fee of \$150.00 will be charged to my account upon approval of my *Application for Graduation* **regardless** of participation in the commencement ceremonies.

I UNDERSTAND all work must be completed by the published final examination date of each course.

I UNDERSTAND commencement attendance is reserved for students who complete their final requirements no later than the Spring term of an academic year.

I plan to complete all graduation requirements by:

Sum/20__ Fall/20__ Wtr/20__ Spr/20__

Degree BA BS BSW BFA BMus Bulletin: _____

Major: _____

Second Major: _____

Minor(s): _____

Height: _____ Check for X-Large gown

NOT VALID WITHOUT THE FOLLOWING SIGNATURES & APPROVAL
VERIFY ANY CHANGES TO APPROVED PROGRAM WITH DEGREE AUDITOR
APPLICATIONS WITHOUT ALL OUTSTANDING REQUIREMENTS WILL BE
RETURNED FOR REVISION

Student's Signature		Date
OACS Advisor	OACS Advisor's Signature	Date
Faculty Mentor	Faculty Mentor's Signature	Date

(for office use only)

TERM: _____ 20__

Prefix: <i>e.g., UNST</i>	Number: <i>e.g., 404</i>	Title: <i>e.g., Senior Seminar</i>	Units:

TERM: _____ 20__

Prefix:	Number:	Title:	Units:

TERM: _____ 20__

Prefix:	Number:	Title:	Units:

LIST ALL CURRENT/FUTURE TRANSFER WORK BELOW

Initial all that apply:

- ___ I am not completing any transfer coursework.
- ___ I have submitted an *Off-Campus Request* form.
- ___ I am completing transfer work with **fixed dates**.
- ___ I am completing **self-paced/correspondence work** or a **language exam**. I acknowledge that my transcripts are due no later than ___/___/___ and that my name will be removed from the graduation list if I do not submit my transcripts by this date.

School or Exam	Prefix & Number	Class Title or Exam Subject	Units	Term

GRADUATION REGULATIONS AND GUIDELINES

(please read & initial)

- _____ I. **DEGREE WORKS:** Students are expected to monitor their progress toward graduation using Degree Works. Individuals lacking more than 54 quarter units should not expect to graduate within a three-quarter time-period. All requirements and stipulations must be met according to the Bulletin under which the student is declared.
- _____ II. **GRADUATION APPLICATIONS** must be submitted to Records at least 3 terms prior to expected graduation term and approved by Degree Auditor to be considered for graduation. Any changes to the plan should be verified with the student's Degree Auditor in the Records Office.
- _____ III. **PETITIONS FOR ACADEMIC VARIANCE** must be submitted to the University Studies, Honors Program, or dean's office no later than the Friday of week 7 of the expected term of completion.
- _____ IV. **TRANSCRIPTS FOR ALL SELF-PACED AND EQUIVALENCY EXAM TRANSFER CREDIT** including correspondence courses, CLEP, BYU, BYU FLATS, and other test scores must be received by the Records Office **no later than** the last day of the term before the student's expected graduation term.
- _____ V. **WAIVER AND EQUIVALENCY EXAMINATIONS** must be taken by the end of the **term before** the student's expected graduation term. Note times when specific examination are Scheduled.
- _____ VI. **OFF-CAMPUS COURSEWORK DURING FINAL TERM:** An *Off-Campus Registration Request* form listing all proposed coursework should be submitted to the Records Office **at least three weeks before** registering at another institution. Proof of registration and a *Minimum Grade Report* must also be submitted **at least three weeks before the first day of Commencement Weekend** when taking transfer work in Spring term. (The *Minimum Grade Report* form, will be provided by a Degree Auditor in the Records Office and must be sent directly from the instructor of the off-campus course.) The official transcript must be received **within 45 days of the last day of your graduation term at La Sierra**. Transcripts received after the 45-day deadline will result in a postponed graduation date and awarding date.
- _____ VII. **DIPLOMA:** The legal name provided upon admittance to the university will be used on the diploma, unless the student submits a Data Correction Form to the Records Office 3 terms prior to graduation. Note: diploma will be mailed to current address 60-90 days after the completion date providing the student's account is cleared by Accounts & Loans.
- _____ VIII. **SATISFACTORY/UNSATISFACTORY GRADES** can only be elected in P.E. activities and free electives. **No general education, major, minor, or cognate courses may have "S" grades**, except for those in which it has been determined that letter grades are inappropriate.

DO YOU PLAN TO PARTICIPATE IN THE JUNE COMMENCEMENT CEREMONY? (please select one)

YES NO

I have read, understand and agree to comply with all provisions outlined in the graduation regulations and deadlines outlined above.

Student Signature

Date

NOTE: FAILURE TO MEET THE DEADLINES STIPULATED ABOVE WILL RESULT IN THE EXCLUSION OF A STUDENT'S NAME FROM THE PRINTED COMMENCEMENT PROGRAM. STUDENTS ARE RESPONSIBLE FOR INFORMING THEMSELVES OF AND SATISFACTORILY MEETING ALL REQUIREMENTS PERTINENT TO THEIR RELATIONSHIP WITH AND GRADUATION FROM THE UNIVERSITY.