SHIPPENSBURG UNIVERSITY APPLICATION FOR GRADUATION (BACHELOR'S DEGREE)

Please read instructions on reverse side before completing this form.

Do not use this form if you are able to access the on-line form

NAME — ***Print your name exactly as you want it to appear on your diploma:***

_____	_____	_____
Last Name	First and Middle Name	SU ID

DIPLOMA MAILING ADDRESS (Address to which diploma is to be mailed)

Street: _____

City, State, Zip: _____—_____—

PRINT YOUR EMAIL ADDRESS: _____ Phone:_____

DEGREE AND MAJOR — Please check degree being sought and list major and minor:

Bachelor of Arts   Bachelor of Science   Bachelor of Social Work   B.S. in Business Administration   B.S. in Education

Major(s): _____ ,_____

Minor(s): _____ ,_____

COMPLETION — When do you expect to complete your degree requirements?

May (end of spring semester)   August (end of summer)   December (end of fall semester)   January (end of winter)

COMMENCEMENT — Which commencement ceremony do you plan to attend?

May (May and August graduates)   December (December and January graduates)   I do not plan to attend

Date: _____

FOR OFFICIAL USE ONLY:

Student Accounts **:**

tlr 2/28/24

INSTRUCTIONS FOR COMPLETING THE
APPLICATION FOR GRADUATION (BACHELOR'S DEGREE)
SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

GENERAL INSTRUCTIONS

- Applications for graduation must be submitted prior to the beginning of the semester in which you plan to graduate.

- Please complete all questions on the form, printing the information clearly.

- **The application fee is $35.00 per degree. Make checks payable to *Shippensburg University*.**

  IMPORTANT NOTE: The application fee is a one-time fee that is paid by all students that apply for graduation regardless of whether or not they will be attending the ceremony. It is a fee that is assessed to cover the cost of the diploma, diploma cover, and the expenses related to the mailing of the diploma. Cap and gown expenses are separate.

- Return the application form with your fee to the **Student Accounts Office, Old Main 100**. Applications will be reviewed by your dean's office. Following the review from your dean's office, you will be notified of your application status via email. *If you fail to meet the degree requirements after your final semester (by failing a course, withdrawing from a course, not achieving the required QPA, etc.), it is your responsibility to reapply for graduation.*

SPECIFIC INSTRUCTIONS

NAME: Print your name exactly as you want it to appear on your diploma. Last name with any notations (Jr, III) then first name and middle name. Clearly show any accent marks or other special characters. On the diploma, your name will be printed as first name followed by middle name followed by last name.

DIPLOMA MAILING ADDRESS: Print the mailing address where you want your diploma to be mailed. Your hometown will be listed in the commencement program, based on the permanent address on file. Please note that diplomas are mailed approximately 4-6 weeks after your graduation date. If your diploma mailing address changes you will need to notify the Registrar's office at graduation@ship.edu to update your diploma mailing address.

DEGREE AND MAJOR: Check the appropriate degree and list majors and minors. It is your responsibility to officially declare your major and minor with your college dean.

COMPLETION: Degrees are awarded four times a year: in May, after the spring semester; in August, after the summer terms; in December, after the fall semester and in January, after the winter term. Please check the box that corresponds to the term in which you will complete all your degree requirements.

COMMENCEMENT: Commencement ceremonies are held in May and December. August graduates participate in the May ceremony and January graduates participate in the December ceremony. Please check the appropriate box.

DATE: Be sure to date the application form. Return with the $35.00 application fee to the **Student Accounts Office, Old Main 100**.

NOTE: The application fee for graduation is paid ONLY ONE TIME for each degree.