



# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR GRADUATION (MASTER'S DEGREE & DOCTORATE 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 \$60.00 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 department chair. Following this review, 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.*
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## 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](mailto:graduation@ship.edu) to update your diploma mailing address.

**DEGREE AND PROGRAM OF STUDY:** Check the appropriate degree and list program of study.

**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.

**SIGNATURE:** Be sure to date the application form. Return with the \$60.00 application fee to the **Student Accounts Office, Old Main 100**.

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