APPLICATION FOR GRADUATION
Form must be completed to receive degree

All students must submit an application for graduation to the Office of the Registrar. Please complete all information requested on the application form. Detailed graduation information can be found on the Marian University Graduation website (www.marianuniversity.edu/graduation).

Application Due Date: Applications for graduation need to be filed early to allow for proper evaluation of records and timely preparation for the ceremony. The deadline for filing this application is February 15 for May graduation of the same academic year; June 1 for August graduation of the same academic year; and October 1 for December graduation of the same academic year. Earlier applications are encouraged and save you $50.00. If you discover that you need to change your graduation date you need to notify the Office of the Registrar three weeks or more before the graduation date so you don’t have to reapply and pay another fee.

If you are done with classes in: | You must apply for graduation by:
---|---
Fall Semester | October 1
Winterim | February 15
Spring Semester | February 15
Summer Semester | June 1

August graduates: August graduates may participate in the May graduation ceremony if they are registered for 18 or fewer credits to be completed by the end of summer school. They must submit an application for graduation by February 15, if they intend to participate in the May ceremony. August graduates may also choose to wait and participate in the December ceremony.

Graduation Fee: A non-refundable $150 graduation fee is required for all graduates and must be paid at the time of application – if submitted on or before the term deadline, then the graduation fee is only $100. This fee is required regardless of participation in the Commencement Ceremony. If payment is not included, the application will be returned unprocessed. If all requirements are not met by the deadline, your graduation will be cancelled; you will then need to re-apply for the next graduation with a Reapplication Graduation Form, and pay a $25 re-application fee.

Graduation Requirements: To qualify for graduation you need to account for all course work and degree requirements. All requirements must be completed by the following deadlines: January 15 for December graduation, June 15 for May graduation, and August 31 for August graduation.

Graduation Honors for Undergraduates: Honors designations on transcripts are based upon the student’s complete academic record at Marian University since only credits earned at Marian are used to determine a student’s grade point average.

Students who have earned at least 60 credits at Marian University receive their degrees as follows:

- Cum Laude. 3.50 to 3.74 GPA
- Magna cum Laude. 3.75 – 3.89 GPA
- Summa cum Laude. 3.90 – 4.0 GPA

Students who have earned between 44 and 59 credits at Marian University receive their degrees as follows:

- With Distinction. 3.75 and above

For a student’s name to be announced at commencement with graduation honors, the student must have earned the minimum GPA required for the honor by April 1st for spring commencement, and November 1st for fall commencement, and must be expected to have completed by commencement the minimum number of credits required for the honor while enrolled at Marian University. Marian University does not calculate honors for graduate degrees.

Cap, Gown, & Announcements: Information regarding cap, gown, announcements, ordering and payment procedures can be found on the Marian University website (www.marianuniversity.edu/graduation). Additional information regarding the May or December Commencement Ceremony and special celebrations associated with graduation are also available on the graduation website. In order to participate in the ceremony you must respond by the deadlines given on the website. You may participate in only one ceremony: your name will be listed in the appropriate commencement program whether you attend the ceremony or not.

Diplomas: At commencement you will receive only a diploma cover. The actual diplomas will be mailed out to students within six weeks after the ceremony.

Financial Holds: Any outstanding financial obligations to the University will place a hold on your diploma and transcripts.
APPLICATION DUE DATES:

<table>
<thead>
<tr>
<th>May Graduation</th>
<th>August Graduation</th>
<th>December Graduation</th>
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<tbody>
<tr>
<td>February 15</td>
<td>June 1</td>
<td>October 1</td>
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$150.00 GRADUATION FEE REQUIRED – only $100 if in by due date

Date: ___________ Social Security Number/Student ID: _____________________

Name: ___________________________________________

Current Address:

Street: __________________________________________

City: __________________________ State: ______ Zip Code: ____________

Email: __________________________ Alternative Email: __________________

Primary Phone: ______________________

Send Diploma here: Check box if same as above or enter a different address below:

Street: __________________________________________

City: __________________________ State: ______ Zip Code: ____________

Print your name as you wish it to appear on your diploma: __________________________

City and State to be listed in commencement program (please print): __________________________

I am applying for the degree conferral date in:

☐ May  ☐ August  ☐ December

I plan to participate in the May or December Commencement Ceremony:

☐ May  ☐ December  Year: ______

Degree to be awarded

☐ BA  ☐ BBA  ☐ BCJ  ☐ BIS  ☐ BOC  ☐ BS  ☐ BSBA  ☐ BSED

☐ BSN  ☐ BSRT  ☐ BSW  ☐ MAE  ☐ MS  ☐ MSN  ☐ PHD

Check one

Major/Minor (complete appropriate lines):

Major: (First) __________________________ Advisor __________________________

Major: (Second) __________________________ Advisor __________________________

Minor: (First) __________________________ Advisor __________________________

Minor: (Second) __________________________ Advisor __________________________

Certificate/Licensure: PLEASE FILL OUT APPLICATION FOR CERTIFICATE/LICENSURE COMPLETION

Course Work in Progress: All degree requirements must be completed by the following deadlines for the degree conferral dates above: January 15 for December graduation, June 15 for May graduation, and August 31 for August graduation.

Indicate the date your last course at Marian University will be completed: __________________________

Please list all course work in progress at other institution(s):

<table>
<thead>
<tr>
<th>Institution</th>
<th>Completion Date</th>
<th>Course</th>
</tr>
</thead>
</table>

Signature: __________________________ Date: __________________________

Submit Application and Check (made payable to Marian University) to: (Call 920-923-7618 to pay via credit card)

Form Revision/Review Date: 1/9/18