

# Tarleton State University

## Application for Graduation & Checkout Form

### **Undergraduate Students**

The official channel for University communication is a student's go.tarleton.edu email account.  
Students should expect all correspondence to be conducted through this method.

**This sheet must be completed and signed by you, the student, in order for you to apply for graduation.**  
**All blanks must be filled in and all signatures are required.**  
***An Application for Graduation & Checkout Form is required for each degree you are seeking.***

Please print your name **exactly** as you want it to appear on your diploma.

Diploma Name (First Middle Last)		Student I.D. Number	
Degree/Major	Hometown	Current Phone Number	
<b>Diploma Mailing Address</b>			
Address	City	State	Zip Code
<b>**Diplomas will be awarded on the day of graduation. Diplomas that are not handed out during the commencement ceremony will be mailed to the address provided above.** (Effective Fall 2010)</b>			
Anticipated Graduation Date:		Semester: <span style="border-bottom: 1px solid black; width: 150px;"></span>	

**Please indicate the highest level of your parents' or court-appointed legal guardian's educational background.**

Father/ Legal Guardian	<input type="checkbox"/> No High School	<input type="checkbox"/> Some High School	<input type="checkbox"/> High School Diploma or GED
	<input type="checkbox"/> Some College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Graduate/Professional Degree
Mother/ Legal Guardian	<input type="checkbox"/> No High School	<input type="checkbox"/> Some High School	<input type="checkbox"/> High School Diploma or GED
	<input type="checkbox"/> Some College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Graduate/Professional Degree

*\*If you are a 3rd or greater generation Tarleton graduate (grandparents, parents) please list the names of previous graduates.*

Signature

Application Date

**This sheet must be completed and signed by the advisor in order to apply for graduation.**

**\*\*The Registrar's Office will not accept the Application For Graduation and Checkout Form without a proper Degree Plan and Course Substitution Forms on file.\*\***

☐ I am attending a college/university this semester other than TSU.

If yes, you must furnish an official transcript from that college/university as soon as it is available.

Please list any transfer/correspondence coursework in progress that is needed for graduation, where it is being completed and the semester:

Course	Transferring Institution	Semester

**Undergraduates:** (To be filled out by the advisor)

Has the student passed the Writing Proficiency Exam or completed the Writing Intensive Program? ☐ Yes ☐ No

If you answered NO to the above question, when will the student complete this requirement? Semester: \_\_\_\_\_

Does the Registrar's Office have a Degree Plan on file for this student? ☐ Yes ☐ No

Have all Course Substitution Forms been turned into the Registrar's Office and entered into the system? ☐ Yes ☐ No

Have all transferring transcripts been sent to TSU and entered into the system? ☐ Yes ☐ No

**This student's records have been reviewed and is eligible to apply for graduation. (Please sign below)**

Graduating Semester: \_\_\_\_\_

Print Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DEADLINES TO FILE FOR GRADUATION**

Spring 2011 Graduation- November 15, 2010

Summer 2011 Graduation - March 10, 2011

Fall 2011 Graduation - April 14, 2011

Methods of sending this form:

- 1) Send by interoffice mail to Box T-0620; or
- 2) Bring to the Registrar's Office, located in the Administration Building, Room 132; or
- 3) Fax to the Attention of the Graduation Coordinator at 254-968-9389; or
- 4) You can e-mail the forms to registrar@tarleton.edu (all signatures are required).