

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

Diploma Mailing Address

Address

City

State

Zip Code

****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 Summer 2010)**

Anticipated Graduation Date: Semester: _____

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 2010 Graduation- November 15, 2009

Summer 2010 Graduation - March 10, 2010

Fall 2010 Graduation - April 14, 2010

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 135; or
- 3) Fax to the Attention of Dana Power at 254-968-9389; or
- 4) You can e-mail the forms to dpower@tarleton.edu (all signatures are required).