

**College of Health Professions  
Marshall University  
Graduation Application**

A diploma fee of **\$50 for a bachelor's degree or \$50 for an associate degree** must be paid in the Bursar's Office and a receipt for payment attached to this application. Applications are due in Prichard Hall 221 or to [foxm@marshall.edu](mailto:foxm@marshall.edu) by the graduation deadline posted by Marshall University.

|   |        |   |                                   |
|---|--------|---|-----------------------------------|
| DEGREE YOU EXPECT TO RECEIVE  | MAJOR  | I plan to graduate in   |                                   |
|   |        | <input type="checkbox"/> May  | <input type="checkbox"/> December |
|   |        | <input type="checkbox"/> July   | <input type="checkbox"/> August   |
| NAME:   |        | ID#:  |                                   |
| ADDRESS:  |        |   |                                   |
|   |        |   |                                   |
| CITY:   | STATE: | ZIP:  | PHONE#:                           |
| EMAIL ADDRESS:  |        |   |                                   |
| Is this your first bachelor's degree? <input type="checkbox"/> Yes <input type="checkbox"/> No  |        | Is this your first associate's degree? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                   |
| Do you have any incomplete grades outstanding? <input type="checkbox"/> Yes <input type="checkbox"/> No   |        |   |                                   |
| NOTE: Incomplete grades are changed to "F" after one semester.  |        |   |                                   |
| Do you expect to graduate with a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which field:   |        |   |                                   |
| List all other colleges attended (Note that all non-Marshall work must be on your official record prior to graduation.)   |        |   |                                   |
|   |        |   |                                   |
| If you think you will be graduating with honors, check the appropriate box below. Please refer to the catalog to review the specific requirements for graduation with honors. |        |   |                                   |
| Requirements for Graduating with honors with a bachelor's degree.   |        | Requirements for Graduating with honors with an associate degree.                               |                                   |
| Cum Laude (3.30-3.59) <input type="checkbox"/>  |        | With Honors (3.30 – 3.69) <input type="checkbox"/>  |                                   |
| Magna Cum Laude (3.60-3.84) <input type="checkbox"/>  |        | With High Honors (3.70 – 4.00) <input type="checkbox"/>   |                                   |
| Summa Cum Laude (3.85-4.00) <input type="checkbox"/>  |        |   |                                   |

**PLEASE READ CAREFULLY:**

**Your diploma will be ordered with your name as it appears on the Marshall University Student Information Computer System (Banner).** The name format is first, middle, last. Please verify the format in which your name will be printed on the diploma in your Dean's Office or the Registrar's Office, Old Main 106A. If you need to change your name officially with the University, please complete a name change application in the Office of the Registrar and submit a copy of your Social Security Card as documentation of the requested change.

**Your diploma will be mailed to the permanent address on the Student Information Computer System (Banner).** If you need to change your permanent address, please submit a written change to the Office of the Registrar or update your address on MyMU (MILO Web) Personal Information Menu.

**PUBLICATION OF DIRECTORY INFORMATION:** Upon graduation, Marshall University will publish certain directory information about graduates in the graduation program and will release information to newspapers and other media for publication. The directory information to be published may include name; major; degree; honors; awards received; city, country and state of residence. If you do not want this information released and regardless of any previous requests for confidentiality of directory information, you must notify the registrar's office (stating specifically that you do not want your graduation information published) within 10 business days of submitting this application for graduation.

Student Signature

Date

NOTE: Applications submitted via email are considered to be signed electronically.