

WEST VIRGINIA UNIVERSITY
Application for Graduation and Diploma

I expect to complete all requirements for the degree of:

Degree	Major I	Major II	Minor I	Minor II

May August December Year: |_|_|_|_|

I wish my name to appear on my diploma as (please print):

First	Middle

Last

Student ID: |_|_|_|-|_|_|_|-|_|_|_|

Diploma Address (if mailing is requested):

Street Line 1

Street Line 2

City

State	Zip

NOTE:

Complete this form within the first two weeks of the term you expect to graduate. All outstanding debts must be paid one week before graduation.

Student Signature

Date

Phone Number

STUDENT CHECKLIST FOR GRADUATION

1. Students must fill out an “Application for Graduation and Diploma” with the Student Records Office in Room 277 of the Coliseum during the first month of the semester in which they will graduate (ex. January for May graduation; September for December graduation, and June for August graduation).
2. The student can check to see if they have any outstanding fees (parking, housing, etc.), which must be paid by mid-term of the semester. **Students with outstanding fees will not receive their diploma or request official transcripts.**
3. **It is the student’s responsibility to meet with their advisor to complete a final check on their file, to be certain that all graduation requirements have been met.**
4. If a student has met the requirements for a minor, **it is the student’s responsibility** to notify the CPASS Records Office to fill out the paperwork to be submitted.
5. If an undergraduate student is completing transfer credits at another institution for the last semester, **it is the student’s responsibility** to make sure the transient approval form is completed, signed by the advisor, and processed by the Registrar’s Office. After completion of the course, **it is the student’s responsibility** to have an official transcript sent to the Registrar’s Office to bring in the course(s) that were approved. Your courses must be on your WVU transcript by the delete date set by the Registrar’s Office, or your name will be deleted from the graduation list.
6. **Upon reading and signing this check list for graduation, I agree and understand that at the end of the semester, if there are any deficiencies with my records that have not been completed upon a final check by the CPASS Records Office, that I WILL NOT be notified by phone or mail that I have been removed from the graduation list for this particular semester.**

Student Signature

Date

WVU Mix Account E-mail Address

Email address (not Mix)