

## Applying for Graduation

### When:

As soon as possible after pre-registering for the final semester of course-work, but not later than Thursday, April 1, for Spring 2010 graduates. Applications received after this date will be accepted at the discretion of the Dean for Curriculum and Instruction.

### How:

1. Obtain a Graduation Application from the Office of Academic Affairs (Administration Building Room 110).
2. Meet with your Academic Advisor. The advisor must sign your application. If any waivers of degree requirements are being requested, the advisor will so indicate on the application.
3. Submit the signed application to the Office of Academic Affairs. At this time you will be assessed a \$25.00 graduation application fee.

### Reminders:

- To graduate, you must complete all degree requirements and have a cumulative grade point average of 2.00 or above.
- Changes to your schedule after submitting a graduation application may affect your eligibility to graduate.
- Students may participate in the Commencement ceremonies without completing all graduation requirements if they are no more than six (6) credits short of completing all requirements and have a cumulative grade point average of at least 1.95. A Graduation Application must be submitted, and no degree will be awarded until requirements are met.
- **No graduation applications will be accepted from students who are not within at least six (6) credits of completing degree requirements or who have a cumulative GPA of 1.94 or lower.**

# Graduation Application

## To Be Completed By Applicant

Name: \_\_\_\_\_  
First-Middle-Last (Please Print Name Exactly as You Want it to Appear on your Diploma)

Address: \_\_\_\_\_

WVU ID:    -    -

Phone: \_\_\_\_\_

I wish to graduate with a  Bachelor of Applied Science  Associate in Arts  
 Associate in Applied Science  Certificate in

### ENTER MAJOR HERE → \_\_\_\_\_

I am also eligible to receive a  Bachelor of Applied Science  Associate in Arts  
 Associate in Applied Science  Certificate in

I wish to graduate in the year 20 at the end of the  Spring  Summer  Fall

I plan to participate in the graduation ceremony:  yes  no (If yes, students must see Bookstore personnel to order caps and gowns.)

If you wish information about your graduation to remain confidential (your name will not be printed in the graduation program or released to the news media), please contact the Office of Enrollment Services at 304-788-6820.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## To Be Completed by Adviser

Substitutions/Waivers: \_\_\_\_\_

Signature of Adviser \_\_\_\_\_ Date \_\_\_\_\_

## To Be Completed by Dean for Curriculum and Instruction

	Credits
Credits Transferred from another Institution	
Credits Earned at PSC*	
Credits in Progress	
Total (to be completed at time of certification)	
Current GPA*	

\*exclusive of foundations courses

Student is progressing toward Graduation as requested  Student will not be eligible for Graduation as requested

Comments: \_\_\_\_\_

I hereby certify that the student named above has met the requirements for the degree applied for in this application.