

## GRADUATION APPLICATION INSTRUCTIONS

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

**Final responsibility for meeting degree requirements and application deadlines resides with the student.**

**The deadline for clearing all degree requirements is the last day of the quarter for which you have applied to graduate.**

For example: Do not apply for spring if you have courses, internship, or student teaching to complete the following summer or fall quarter.

### DEGREE CHECKLIST

- Review the deadline dates that are published in the Registration Handbook, posted at the Centers, in the Academic Departments, and on the web at <https://www.cwu.edu/about/offices/registrar/graduation-resources/apply-for-graduation.php>. Applications received after the deadline date will be processed for the next quarter or assessed a late fee of \$35 - \$70 (A Petition for Late Graduation form must be included with the application).
- Any general education petitions must be completed prior to applying for graduation.
- Submit your graduation application payment to the Cashier's office located in Bouillon Hall or pay online at [www.cwu.edu/student-accounts/online-payments](http://www.cwu.edu/student-accounts/online-payments). Graduation Application Fees are listed below.
- Submit your degree application no later than 5:00 P.M. on the second Friday of the quarter before your expected degree completion (i.e., if you plan to receive your degree at the end of spring quarter, your application is due the second Friday of the beginning of winter quarter). **Apply:** On-line via **MyCWU** (preferred); submit paper applications to either **Degree Checkout** (Bouillon Hall Rm 140, Ellensburg Campus), or at your CWU Center Administration office; or mail, fax, or email applications (contact information is listed below).
- Additional Step by Step information to apply via MyCWU is located on the web at: <https://www.cwu.edu/registrar/sites/cts.cwu.edu/registrar/files/documents/Online%20Graduation%20Application%20Instructions.pdf>
- Information about commencement ceremonies on the web at: <https://www.cwu.edu/commencement/>

### PARTICIPATION IN JUNE COMMENCEMENT CEREMONY

The Commencement Ceremony in June is for those students who have completed all graduation requirements during the previous summer, fall or winter quarters, or for students who expect to complete their degree requirements at the end of the current spring quarter. Summer candidates must submit the graduation application prior to the spring quarter deadline. Candidates completing student teaching or full-time internship the following fall may petition the commencement committee to participate; graduation applications must be submitted prior to summer quarter deadline. Information about commencement will be emailed to each student approximately late April/early May. *Diplomas use **PRIMARY** names and will be mailed to your **HOME** address approximately 4-6 weeks after the end of the quarter by Parchment; watch for an email to your CWU email account. Diplomas mailed outside the United States will be charged an additional \$55 fee.*

**\*Candidates who have applied for upcoming summer or fall degree following the June Commencement Ceremony are not eligible for honors distinction at the ceremony, nor will their degree honors be listed in the commencement book until the following academic**

### GRADUATION APPLICATION FEES

|                      |         |                                                                                                           |
|----------------------|---------|-----------------------------------------------------------------------------------------------------------|
| Undergraduate Degree | \$60.00 |                                                                                                           |
| Reapplication Fee    | \$20.00 | Applies to students who are reapplying for graduation within one year of submission of first application. |

|                       |         |                                                                                                                                                                                                                     |
|-----------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duplicate Diploma Fee | \$30.00 | Additional fee per diploma when requesting more than one diploma. Unless specifically requested, all majors in a single degree will be listed on the same diploma (e.g. BS Accounting and Business Administration). |
|-----------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Graduation Application

**Degree Completion Term (Check One):** ☐ Fall ☐ Winter ☐ Spring ☐ Summer

**Year:** 20\_\_

| Last Name | First Name | M.I. | Student ID # |
|-----------|------------|------|--------------|
|           |            |      |              |

| Phone/Cell Number | CWU Email |
|-------------------|-----------|
|                   |           |

**IMPORTANT REMINDER:** Your **PRIMARY NAME** is printed on the diploma and will be mailed to your **HOME** address approximately 4-6 weeks after the end of the quarter by Parchment; watch for an email to your CWU email account. Diplomas mailed outside the United States will be charged an additional \$55 fee.

**Majors/Minors/Specializations must be declared on MyCWU prior to applying for your degree.**

Please indicate your degree, the title of your major plans(s), specialization(s), and minor plan(s) as they appear in the catalog year that you were accepted to the program.

**Check all that Apply:** ☐ BA ☐ BFA ☐ BS ☐ BAEd ☐ BMUS ☐ BAS

Major Dept. Plan: \_\_\_\_\_ Specialization: \_\_\_\_\_

Major Dept. Plan: \_\_\_\_\_ Specialization: \_\_\_\_\_

Minor Dept. Plan: \_\_\_\_\_ Minor Plan: \_\_\_\_\_

If you are or will be attending another institution prior to receiving your degree, please indicate the school you are or will be attending. When all courses are completed, an official copy of your transcripts must be received by CWU no later than the last day of the quarter you plan to receive your degree. Please indicate the institution(s) you plan to attend: \_\_\_\_\_

**Please note:** You cannot be awarded a CWU degree during the same term that an Associate Degree has been awarded.

### PLEASE READ:

All requirements must be completed by the last day of the quarter for which you have applied for your degree. If your requirements are not completed by the last day of the quarter your degree will not be awarded even if you participated in the commencement ceremony. If these items are not cleared, you will be required to reapply for your degree and pay a graduation re-application fee of \$20.00. All outstanding balances must be cleared before your diploma can be mailed.

***I have read and understand the attached cover sheet and the above statement:***



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**Printed Name**

**Signature**

**Date**