

**SLIPPERY ROCK UNIVERSITY**

**GRADUATE APPLICATION FOR GRADUATION  
AND INCLUSION IN COMMENCEMENT PROGRAM**

(Directions & Fee Schedule on Reverse Side)

I.  
NAME \_\_\_\_\_  
*First Middle Last*

**\*Print name exactly as you wish it to appear on your diploma and the commencement program.  
\*If your name has changed since matriculation, you must file a name change form in the Office of Academic Records.**

ADDRESS for commencement program: \_\_\_\_\_  
*City State Country*

CURRENT ADDRESS \_\_\_\_\_  
*Street City State Zip Code*

PHONE NUMBER \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

ADDRESS for mailing diploma after graduation (if different):  
\_\_\_\_\_  
*Street City State Zip Code*

II. DEGREE: D.P.T. \_\_\_\_ M.A. \_\_\_\_ M.Ed. \_\_\_\_ M.S. \_\_\_\_ OPTION: Non-Thesis \_\_\_\_ Thesis \_\_\_\_

GRADUATE PROGRAM: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
\_\_\_\_\_  
*Undergraduate College/University Undergraduate Degree Earned (i.e., B.A., B.S., B.S.Ed., etc.) Year of Undergraduate Degree*

III. I plan to graduate: Summer \_\_\_\_ December \_\_\_\_ May \_\_\_\_ of \_\_\_\_  
*Year*

**\*NOTE: If you are graduating in summer & wish to walk through the May or December ceremony, you must complete a "walk through" form which is available in the Office of Academic Records & Summer School, (107 Old Main) or the Commencement Office (Rm. 122 Bailey Library).**

IV. PROGRESS TOWARD GRADUATION:

- a. Number of credit hours: earned \_\_\_\_\_ now registered \_\_\_\_\_ transferred \_\_\_\_\_
- b. Comprehensive requirement: (Either write in date or check off "not applicable")
  - Oral Examination completed on \_\_\_\_\_ - OR - scheduled for \_\_\_\_\_ -OR not applicable \_\_\_\_\_
  - Written Examination completed on \_\_\_\_\_ - OR - scheduled for \_\_\_\_\_ -OR not applicable \_\_\_\_\_
  - Portfolio completed on \_\_\_\_\_ - OR - scheduled for \_\_\_\_\_ -OR not applicable \_\_\_\_\_
  - Other ( \_\_\_\_\_ ) completed on \_\_\_\_\_ - OR scheduled for \_\_\_\_\_ OR - not applicable \_\_\_\_\_
- c. Thesis/Research Papers submitted: \_\_\_\_\_ or Not Applicable \_\_\_\_\_  
*date*
- d. Thesis or Research Paper Title(s): \_\_\_\_\_

*\*Students are responsible for keeping informed of official policies and regulations and for meeting all appropriate requirements.*

V. I have examined the records and recommend this student for inclusion in the \_\_\_\_\_ commencement program  
*Semester Year*  
and for graduation upon successful completion of all requirements.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_

ONCE THIS FORM HAS BEEN COMPLETED AND APPROVED AND ALL FEES HAVE BEEN PAID, IT MUST BE SENT TO THE OFFICE OF ACADEMIC RECORDS AND SUMMER SCHOOL WITH COPIES TO THE STUDENT'S ACADEMIC DEAN AND GRADUATE COORDINATOR. TO BE ASSURED INCLUSION IN THE COMMENCEMENT PROGRAM, THE OFFICE OF ACADEMIC RECORDS AND SUMMER SCHOOL MUST RECEIVE THIS FORM BY – OCTOBER 1st FOR DECEMBER COMMENCEMENT, OR MARCH 1st FOR MAY COMMENCEMENT OR JUNE 15 FOR SUMMER ( NO COMMENCEMENT).

*\*Please read directions and fill in fee information on this form. Incomplete forms will not be processed.*

VI. FEES:

1. DIPLOMA\* (All Students) \$20.00
  
  2. THESIS BINDING  
3 copies required, all of which will be kept on file at the University.  
Additional copies are optional.  
Number of Copies \_\_\_\_\_ X **\$20 per copy** = \_\_\_\_\_ (to be deposited in Acct. # \_\_\_\_\_  
Cost Center # \_\_\_\_\_)
  
  3. RESEARCH PAPERS (Dept. of History only) – 2 papers bound as one document  
1 copy required, which will be kept on file at the University.  
Additional copies are optional.  
Number of Copies \_\_\_\_\_ X **\$20 per copy** = \_\_\_\_\_ (to be deposited in Acct. # \_\_\_\_\_  
Cost Center # \_\_\_\_\_)
- TOTAL PAYMENT ENCLOSED** \_\_\_\_\_

\*Be advised that if a diploma is ordered and the student does not meet graduation requirements, a new diploma with appropriate graduation date will need to be ordered. Students may be required to submit a new Application for Graduation and pay an additional \$20 diploma fee.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### DIRECTIONS FOR APPLICATION FOR GRADUATION AND INCLUSION IN COMMENCEMENT PROGRAM

**INSTRUCTIONS:** The **student** should follow these steps:

1. Complete parts I, II, III, and IV on reverse side and VI on this side. Sign and date form on this side.
2. Get signatures of your advisor and departmental graduate coordinator in part V.
  
3. Submit completed/signed form to the Office of Student Accounts, Room 103, Old Main, with appropriate fees. All students must pay the diploma fee of **\$20**. Students who write a thesis must pay the binding fee for at least 3 copies, all of which will be kept on file at the University. Students in History will be required to have **1** copy of their research papers bound, which will be kept on file at the University. Please see above for binding fees. Students may have additional copies bound if desired. Please be certain you have paid the appropriate fees.
4. After all fees have been paid, this form is to be sent to the Office of Academic Records and Summer School, Room 107, Old Main with copies to the student's dean and graduate coordinator.

**COMMENCEMENT:** Slippery Rock University holds two commencement ceremonies (May and December). Commencement information will be mailed to you if this form has been processed and is on file in the Office of Academic Records and Summer School according to deadline dates listed above.

**DIPLOMAS:** Diplomas are mailed to students approximately 4 weeks after final grades are submitted whether or not they attend commencement.

**TRANSCRIPTS:** A complimentary transcript, indicating degree and date of conferral, will be forwarded to you from the Office of Academic Records and Summer School after graduation. Additional copies are available, by written request only, for a charge of \$3.00 per copy. For additional information on transcripts, please contact the Office of Academic Records and Summer School.

**CERTIFICATION:** Students who have completed the prescribed requirements for teachers certification in Reading, School Counseling, Environmental Education, Secondary Education, Supervision, or Mentally and Physically Handicapped must file an application for certification with the Dean of the College of Education.

## **APPLICATION TO GRADUATE AND INCLUSION IN THE COMMENCEMENT PROGRAM**

- 1) Students must complete a “Graduate Application for Graduation and Inclusion in Commencement Program” form. This new application is very similar to the old “Application for Graduation.”
- 2) When completed and signed/dated by the student, this form must be approved by the student’s advisor and graduate coordinator.
- 3) The form must then be sent to Student Accounts, 103 Old Main, and the appropriate payment must be made:
  - \$20 Diploma Fee (all students)
  - \$20 for each Thesis to be bound (minimum of 3=\$60)
  - \$20 for Research Papers – 2 are bound as one document (minimum of 1=\$20)
- 4) The original form should then be sent to Academic Records (Room 107 Old Main) with copies to the graduate coordinator/and student’s academic dean. Deadlines are March 1st for spring commencement, October 1st for fall commencement and June 15 for Summer (no commencement).
- 5) Academic Records will then include the student in the Commencement Program and the student will receive the appropriate commencement mailings.

## **FINAL CONFERRAL OF THE DEGREE**

- 1) Within 2 weeks of final grade processing, each dean will be sent a “Dean’s Approval to Graduate” form for each student who filed a “Graduation Application”. These new forms will require each dean to perform a graduation audit on each student. Only if every area is found to be completed is the dean to sign the form and return it to Academic Records and Summer School.

If the dean finds any graduation deficiencies, he/she is to resolve the problem with the student’s graduate coordinator and student before signing the form.

- 2) Once the approved graduation form is received in Academic Records, it will be reviewed for completeness and “holds”. If everything is in order, the student’s graduation will be noted on his/her transcript and his/her diploma and a complimentary transcript will be mailed.

If Academic Records believes the returned application is incomplete, the dean will be contacted. If “holds” are present, Academic Records and Summer School will notify the student.