

MASTER & DOCTORAL APPLICATION FOR GRADUATION

Your name as it is to appear on your diploma _____ ID# _____

Please provide the phonetic spelling of your name, how your name is pronounced. See below [example](#):

Name: Raul Gonzalez

Phonetic Spelling: rah – OOL gon-SAH-les

Phonetic Spelling _____

Degree (Check one per form):

- ☐ MA ☐ MAT ☐ MBA ☐ MEd ☐ MHA ☐ MPA ☐ MPAS ☐ MPT ☐ MS ☐ MSC ☐ MSCIS
☐ MSEE ☐ MSEH ☐ MSEM ☐ MSES ☐ MSESMS ☐ MSME ☐ MSN ☐ DNP ☐ DPT ☐ OTD ☐ PhD

Major _____

Semester of Program Completion: ☐ May 20____ ☐ August 20____ ☐ December 20____

**Please note: If you are planning to graduate in August, you will be required to walk in the May Commencement ceremony (not in December).

Ceremony:

- ☐ **I DO** Plan to participate in the Commencement ceremony.
☐ **I DO NOT** Plan to participate in the Commencement ceremony.

Regalia Information (all students who complete the height and weight information below will receive regalia):

*Required for those attending Commencement: *HEIGHT _____ft _____in *WEIGHT _____lbs

I understand that my name, degree and honors will appear in the commencement program and on other university-related commencement materials. (To remove your name from the commencement list, you must complete the Commencement Non-disclosure Request Form, available on the Registrar's webpage, by the due dates listed on the form.)

Signature _____ Date _____

All applications require signature of the Department Chair/Program Director.

I affirm that this individual will complete all degree requirements as of the above date.

Department Chair/Program Director _____ Date _____

INSTRUCTIONS

COMPLETING THE FORM:

- Print out, then complete this form and submit it to your Department Chair/Program Director for approval by the deadlines listed below. Please remember to print clearly. Please complete a separate form for each degree.
- There will be a graduation fee of \$150.00 added to your semester bill. This is assessed whether or not you attend the ceremony.
- Application deadline for December graduation is May 31st and for May and August graduation is November 15th
- Indicate above how you would like your name to appear on your diploma. This **MUST** conform to the official name on your Gannon record at the time you graduate.

MAILING DIPLOMAS

- Your diploma and complimentary student transcript will be sent to you at your preferred mailing address via First Class Mail. It is your responsibility to advise the Registrar's Office of any address changes to avoid delays in receiving your diploma.
- Diplomas or transcripts will not be released to anyone who has an outstanding balance with the University, including but not limited to Library and Parking fines.



GANNON UNIVERSITY
Registrar's Office