



GRADUATION APPLICATION

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|--------------------------------|--|------------------------------------|
| Student Name: | Email: | |
| Semester Graduating: | Phone Number: | |
| Major: | Concentration(s): (if applicable) | Minor(s): (if applicable) |
| Credits Earned to Date: | Credits Currently Taking: | Remaining Credits: (if any) |

If there are any credits remaining to finish your degree at the time of commencement, where/how are you planning on completing those credits?

Method of Delivery

| | |
|---|---|
| Pickup from the Registrar's Office | Deliver diploma by mail |
| Email address for pickup: | Address: (only for US addresses) |
| Names of other people authorized to pick up: | |

I understand that should my graduation be delayed, I must reapply for graduation. Additionally, I understand that I may only apply for graduation if I plan on completing my required credits before the start of the next full semester. All notifications and correspondence from the University pertaining to commencement will be conducted through my NAU student email account. Additionally, **my name will appear on my diploma as it is listed in the NAU system.**

I plan on attending commencement I DO NOT plan on attending commencement

| | |
|--------------------------|-------------|
| Student Signature | Date |
|--------------------------|-------------|

Career Counseling

All students must submit this application to **Career Services** via email to jsmith@na.edu or in person. Once you are cleared with Career Services, they will sign and return your application back to you, then you must get signatures from your **Advisor** and **Department Chair** before submitting it to the Registrar's Office.

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| Career Counselor Name (printed) | Career Counselor Signature | Date |
|--|-----------------------------------|-------------|

I, the advisor and/or chair have reviewed this student's application and record and recommend that the student be placed on the list of prospective graduates for the degree and major/concentration indicated. Final certification will be determined after receipt of final grades and test scores.

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|-------------------------------|--------------------------|-------------|
| Advisor Name (Printed) | Advisor Signature | Date |
|-------------------------------|--------------------------|-------------|

| | | |
|--|-----------------------------------|-------------|
| Department Chair Name (Printed) | Department Chair Signature | Date |
|--|-----------------------------------|-------------|

IMPORTANT NOTES

1. The graduation application needs to be signed by the student, the student's Academic Advisor and Department Chair, and Career Services (Career Services signature is required for both undergraduate and graduate students).
2. Prospective graduates must submit this application along with the graduation fee payment receipt by the graduation application deadline.
3. Students who do not turn in the applications by the deadline **will incur a late fee of \$30**. Additionally, late submission will result in a delay in printing of the student's diploma.
4. Students with outstanding balances or holds on their account will not be able to receive their diplomas until their accounts and/or holds are cleared.