



CENTRAL WASHINGTON UNIVERSITY

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, or just because you want to walk in commencement. Students who apply for summer degree may walk in the commencement exercises.

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 <http://www.cwu.edu/registrar/graduation-application-deadlines>. Applications received after the deadline will be processed for the next quarter.
- Submit your graduation application payment to Cashiers located in Barge Hall or pay online at <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. (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 in Safari (preferred)**, or submit paper applications to Degree Checkout, located on 1st floor of Mitchell Hall, Main Campus, or to your CWU Center Administration office, or mail to: CWU Degree Checkout, 400 E. University Way, Ellensburg, WA 98926-7464, or fax to (509) 963-3022.
- All petitions for exception to General University Degree Requirements must be completed before applying for graduation.
- Additional information is located on the web at: <http://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 either at the end of the current spring quarter or the upcoming summer quarter*. If you plan to participate in the Commencement Ceremony you must complete the Commencement Registration Form on the Wildcat Shop homepage located at www.cwubookstore.collegestoreonline.com Diplomas will be mailed to your home/permanent address approximately 8-10 weeks after the end of the quarter.

*Candidates who have applied for upcoming summer 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 year.

GRADUATION APPLICATION FEES

Non Teaching Degree	\$50.00	
Teaching Degree	\$125.00	
Reapplication Fee	\$20.00	Applies to students who are reapplying for graduation within one year of submission of first application.
Concurrent Degree	\$12.00	Additional Fee assessed when receiving two different degrees at the same time; example: a BS and BA when both degrees cannot be printed on the same diploma.
Multiple Diploma Fee	\$17.00	Additional fee per diploma when requesting more than one diploma for multiple majors.



CENTRAL WASHINGTON UNIVERSITY

Graduation Application

CWU-Degree Checkout

400 East University Way, Ellensburg, WA 98926-7464

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

Year: 2013 2014 2015 2016

Last Name	First Name	M.I.	Student ID #

Phone/Cell #	CWU Email

Campus: CWU-Ellensburg CWU-Des Moines CWU-Lynnwood CWU-Pierce County
 CWU-Moses Lake CWU-Wenatchee CWU-Yakima

IMPORTANT REMINDER: Please make sure your Primary Name is correct in Safari as this is the name that will be printed on your diploma. Mailing address for diploma is your Home/Permanent Address that is listed on Safari, so please make sure it has the most up to date information. Your diploma will be mailed to your Home/Permanent 8-10 weeks after the end of the quarter.

Majors/Minors/Specializations must be declared on Safari 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 below: _____

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. In addition, you must have all outstanding balances cleared before the awarding of your degree. If these items are not cleared, you will be required to reapply for your degree and pay a Re-application for Graduation fee. I have read and understand the attached cover sheet and the above statement:

Printed Name

Signature

Date

Student*			
----------	--	--	--