

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. Students who apply for summer degree may walk in the commencement ceremony.

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/degree-checkout>. Applications received after the deadline will be subject to a \$35 late application fee, and may be advanced to the following term.
- Once the Graduation Application Fee has been posted, submit your payment to the Cashier's office located in Barge Hall or pay online at www.cwu.edu/student-accounts/online-payments. Graduation Application Fees are listed below. In addition to any interest and late fees applied by the cashier's office, diplomas and official transcripts will not be issued while there is any outstanding student account balance.
- 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** (Mitchell Hall 1st floor, 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 can be found online at: <https://www.cwu.edu/commencement/>

PARTICIPATION IN JUNE COMMENCEMENT CEREMONY

The Commencement Ceremony in June is open to 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 <http://wildcatshop.net>. *Diplomas will be mailed to your **home** 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

Undergraduate Degree	\$50.00	
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 (e.g. BS Accounting and BA Biology).
Duplicate Diploma Fee	\$17.00	Additional fee 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, Business Administration).

Degree Checkout

Graduation Application

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

Year: 2019 2020 2021 2022

Last Name	First Name	M.I.	Student ID #

Phone/Cell Number	CWU Email

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

IMPORTANT REMINDER: Your Primary Name is printed on your diploma, the diploma is mailed to the **Home** Address that is listed on MyCWU, so please make sure it has the most up to date information. *Your diploma will be mailed to your **Home** address approximately 8-10 weeks after the end of the quarter.*

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: _____ Specialization (if applicable): _____

Major: _____ Specialization (if applicable): _____

Minor: _____ Minor: _____

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's 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 or official transcripts can be mailed.

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

Printed Name	Signature	Date
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Degree Checkout