



GRADUATION APPLICATION INSTRUCTIONS

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE GRADUATION APPLICATION.

ALL DEPARTMENTAL SIGNATURES ARE REQUIRED BEFORE SUBMISSION OF THIS APPLICATION. IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS LEADING TO THE CONFIRMATION OF YOUR DEGREE ARE COMPLETED.

The exact deadline to return this graduation application to the Graduate College is posted on the Graduate College Website at:
http://graduatecollege.unlv.edu/current/completing_your_program/deadlines.html

If the application is sent by mail, please mail it to CYNTHIA CHAVEZ; GRADUATE COLLEGE; UNIVERSITY OF NEVADA, LAS VEGAS; BOX 451017; LAS VEGAS, NV 89154-1017.

THE FOLLOWING GRADUATION FEES WILL APPEAR ON YOUR STUDENT BURSAR'S ACCOUNT:

DIPLOMA FEE: \$50.00
DOCUMENT FEE: Thesis = \$45.00 Dissertation = \$55.00
LATE FEE: \$20.00 (Assessed if your application is received and/or postmarked after the deadline)
UPDATE FEE: \$2.50 (Assessed if you request to delay your graduation by one semester; if your second update, the initial diploma fee of \$50.00 will be assessed.)

There is an optional fee of \$45.00 for copyright (theses and dissertations only). This fee **will not** appear on your student account. Contact Dr. Harriet Barlow in the Graduate College regarding the payment of this fee at 702 895-4391.

Commencement attendance is not compulsory; however, if you do plan to attend, you must wear the appropriate cap and gown. The above graduation fees do not cover the cost of the cap, gown, or invitations. Degree candidates planning to attend Commencement should contact the UNLV Bookstore about ordering your cap, gown, and invitations at 702-895-3290.

If your plans change about attending commencement from that indicated on the application, please inform the Graduate College at 702-895-4391. Since this information is needed for seating and mailing purposes, please inform us by the end of April for the May Commencement or by November 15 for the December ceremony. There is no summer graduation ceremony.

If you do not meet degree requirements for the current graduation, you will be expected to do so by the end of the next regular academic term and you will need to complete a new graduation application and pay the required update fee (\$2.50). **You may not participate in Commencement until all degree requirements have been met.** Under some extremely extenuating circumstances, the Dean of the Graduate College may grant a rare exception to this policy. Requests to participate in Commencement before completing degree requirements must be made in writing via a Graduate College appeal form available here: http://graduatecollege.unlv.edu/PDF_Docs/AppealGuide.pdf

All financial obligations to the University must be cleared by the Bursar's Office before your diploma and transcripts will be released. Diplomas are mailed 8 to 10 weeks after the end of the semester.

COMMENCEMENT CEREMONY QUESTIONS: Call the Graduation Hotline at 702-895-3229.

GRADUATION APPLICATION QUESTIONS: Call the Graduate College at 702-895-4391.

The following must be submitted to the Graduate College before your application will be processed for graduation:

- Degree Program
- Graduate Advisory Committee Appointment (if required)
- Prospectus Approval (if required)

The following must be submitted to the Graduate College before your degree will be conferred:

- Advancement to Candidacy (doctoral only)
- Comprehensive/Final Exam Results
- Thesis or Dissertation (if required)
- All required forms
- Proof of completing your required culminating experience (if required)

Please note that moving out of town, wanting to graduate with family or friends, taking a job or convenience of out of town guests are not appropriate extenuating circumstances to appeal this policy.

GRADUATION APPLICATION

- This form with all required approvals must be submitted to the Graduate College by the deadline posted on the Graduate College website.
- Please type directly into the highlighted fields or print clearly in blue or black ink.
- Graduate degree candidates may NOT participate in Commencement before degree completion.
- **YOU MUST BE REGISTERED FOR COURSEWORK IN THE TERM YOU INTEND TO GRADUATE. YOUR APPLICATION WILL NOT BE PROCESSED IF YOU ARE NOT REGISTERED.**

* Is this the first time you've applied for graduation? Yes No: Semester/Year Previously Applied: _____
**** You may only update for \$2.50 once without receiving a degree or you will be assessed the \$50 diploma fee again upon resubmitting the Graduation Application.**

For billing purposes, which of the following does your degree program require?

- Thesis
 Dissertation/Music
 Other (Exam, Capstone, etc.)

STUDENT INFORMATION

Student ID (L-Number): _____

Student Name: _____
Last Name
First Name
M.I.

Address: _____
Street Address

City State ZIP Code

UNLV E-mail Address: _____ Phone: _____

Ethnicity (Optional, for Federal Statistical Use Only): _____

Your name as it should appear on your diploma:

** If your name has changed, you must file an official name change with the Graduate College

Department: _____ Degree Sought: _____

Term and year you intend to graduate: _____ *Exact degree as it appears in the Graduate Catalog

Spring _____ Summer _____ Fall _____

Are you currently enrolled in coursework that is part of your degree program? Yes No

Do you plan to participate in the Commencement Ceremony? Yes No

**If yes, and a doctoral student, who will hood you? _____

Address to mail your diploma: Is this your permanent or home address? Yes No

Street Address _____

City State Zip Code

International State/Province _____

APPROVAL SIGNATURES – Must be signed before submitting to the Graduate College.

Student _____ Date _____ Department Chair or Graduate Coordinator _____ Date _____

Advisory Committee Chair _____ Date _____ * Dean, Academic College _____ Date _____

GRADUATE COLLEGE USE ONLY

Dean, Graduate College _____ Date _____

Degree Conferred:	Term: _____ Year: _____	
<input type="checkbox"/> Degree Program	<input type="checkbox"/> Prospectus Approval	<input type="checkbox"/> Comprehensive/Final Exam Results
<input type="checkbox"/> Committee Appointment	<input type="checkbox"/> Thesis/Dissertation	<input type="checkbox"/> Advancement to Candidacy

* Please consult the Forms page of the Graduate College website (graduatecollege.unlv.edu) to determine if this signature is required for your program.