



Summer Graduation Application Information

Directions for Submission:

1. Complete and sign the application. Only the student's signature is required for submission. Advisors do not need to sign.
2. Submit the application to the Registrar's Office in person or by mail, email (pdf with signature), or fax. All students will receive a confirmation email upon submission of their application. If you do not receive an email from registrar@marymount.edu, please be sure to follow-up to confirm receipt of your application.
3. Applications received after the deadline must be accompanied by receipt showing payment of late fee to Student Accounts.

For SUMMER Graduates ONLY:

Students who need to take no more than two courses (up to 8 credits) during the upcoming summer semester to complete their degree requirements may also participate in the previous May Commencement ceremony if they meet both of the following conditions:

1. They complete a petition for graduation by the designated deadline (Close of business - Monday, October 17, 2016).
2. The associate dean notifies the Registrar's Office that the student needs to complete their degree requirements in the summer semester immediately following Commencement.

No exceptions or exemptions to these two conditions will be made or given.

Submission Due Dates and Fees:

| Semester Graduating | Graduation Petition | | Late Graduation Petition | |
|------------------------------------|--|--------|--|---------|
| Summer 2017 (August) – NOT Walking | Close of business – Monday, May 22, 2017 | No Fee | Close of business – Monday, July 3, 2017 | \$50.00 |

* Students who submit the application after the published deadline may not receive their diplomas by the close of the semester, may not graduate until the next graduation date, and may not be listed in the spring Commencement program. Students who submit a petition to walk after the late application deadline will not be eligible to participate in Commencement exercises.

Information:

The application initiates a degree audit. Once the audit has been completed, students will be notified in writing if they have any unresolved academic/graduation problems or if they will not be eligible to graduate during the semester for which they have applied. Students should be certain to indicate their expected degree and academic program (major) including any double majors and/or minors.

Change of plans or failure to graduate and reapplication:

If a student fails to meet the graduation requirements for the term for which they applied, the application will be automatically moved to the next semester upon notifying the Registrar's Office, provided the student can complete their requirements within the maximum period for degree completion. Students who are unable to complete their degree requirements within the maximum period for completion must obtain permission to continue. For any delays beyond one semester, the student must file a new application by the appropriate deadline and indicate the new anticipated graduation date.

No transfer credit or Consortium coursework during last semester:

Students should not enroll at another university or for classes through the Consortium during the semester in which they have applied to graduate. Marymount may not receive the required transcripts or Consortium grades in time to award degrees and students may have to delay graduation until the next semester.

Diplomas will be mailed to all graduates:

Attendance at the commencement ceremony does not guarantee students will receive their diplomas at the ceremony. Students graduating in August will receive their diplomas in early September. Students graduating in December will receive their diplomas in early February. Students graduating in May but not attending the ceremony will receive their diplomas in early June. Diplomas are mailed to the student's permanent address as it is listed on Marynet. Students are responsible for confirming that the Registrar's Office has their current permanent address.



Marymount University Summer 2017 Graduation Application

Complete and submit to Registrar's Office

Student ID Number: _____

Telephone Number: _____

Student Name: _____

FIRST

MIDDLE

LAST

Note: Your name will appear on the diploma in the following order: first name, middle name or initial, and last name, including suffix (if applicable). This must conform to the official legal name of record at the time you graduate. Any name changes must be done by submitting proper documentation to the Registrar's Office. To verify your in the system name, login to Marynet and select "My Profile" under the "Academic Profile" section. Your name in the system is your "Full Name" list in "My Profile".

Degree (i.e. BA, BBA, BS, BSN, MA, MBA, MEd, MS, MSN, DPT, DNP)

School (i.e. School of Business Administration; Art & Sciences)

Major(s)

Minor(s)

Note: If you are receiving two degrees, you must complete two separate petitions. If you are receiving a certificate, you must also complete a certificate petition.

Second Degree/Certificate

School

Semester and year in which you intend to complete all requirements for graduation: **Summer 2017**

Will you attend the Commencement Ceremony in May 2018? Check one: Yes No

I understand the application instructions. I am applying to complete all the requirements and graduate during the term indicated above. I understand that this application does not guarantee completion of degree requirements or of graduation. I understand that if I do not meet requirements to graduate during the indicated term I must reapply for a later term.

Signature

Date

REGISTRAR'S OFFICE USE ONLY

Payment Amount: _____ Payment verified by: _____ Date: _____

Petition entered by: _____ Date: _____



CREDIT CARD PAYMENT FORM

Payment: \$50 fee for all late graduation applications.

Name on Card: _____

Billing Address: Street: _____

City: _____ State: _____ Zip Code: _____

Credit Card Type: VISA MasterCard American Express

Credit Card Number: _____

Expiration Date: _____ 3 digit security code (back of the card): _____

Cardholder Signature: _____