LATE GRADUATION APPLICATION INFORMATION

Directions for Submission:

1. Complete and sign the application. Only the student's signature is required for submission.
2. Submit the application to the Registrar's Office in person or by 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. All students completing this form are for applications submitted after the deadline and must be accompanied by receipt showing payment of late fee to Student Accounts or a completed Credit Card Payment Form.

For August 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 an application for graduation by the designated deadline (Close of business – October 31, 2019).
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:

Graduating in:	**Fall 2019**	**Spring 2020**	**Summer 2020 (participating in May 2020 Commencement Ceremony)**	**Summer 2020 (Not participating in May 2020 Commencement Ceremony)**
Online application for degree-seeking students must be submitted in Marynet by:*	May 13, 2019	October 31, 2019	October 31, 2019	February 20, 2020
Late paper application for degree-seeking students:**	Beginning May 14, 2019, applications for Fall 2019 graduation are late and students must apply using the late paper application. Late applications will be assessed a $50 late fee.	Beginning November 1, 2019, applications for Spring 2020 graduation are late and students must apply using the late paper application. Late applications will be assessed a $50 late fee.	Students who submit an application for Summer 2020 graduation after October 31, 2019 will not be eligible to participate in the May 2020 Commencement Ceremony. If a student is applying for Summer 2020 graduation after 10/31/19, they must follow the Summer 2020 (Not participating in May 2020 Commencement Ceremony) deadlines.	Beginning February 21, 2020, application for Summer 2020 graduation are late and students must apply using the late paper application. Late applications will be assessed a $50 late fee.

* After these deadlines applications must be submitted on paper and will be assessed a $50 late application fee.

Students who submit their 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 programs. **Students who submit an application after October 31, 2019 will not be eligible to participate in the May 2020 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.

LATE GRADUATION APPLICATION

This paper application should only be used if you have missed the stated deadline.
ALL **late** graduation application will be charged a $50 late fee.

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. Business & Technology, etc.)

_____ _____
Major(s) Minor(s)

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

_____ _____
Second Degree/Certificate School

Please indicate the semester and year in which you intend to complete all requirements for graduation.

Fall 20_____ Spring 20_____ Summer 20_____

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

If Yes, and you are a **SUMMER** applicant, please check one of the following:

☐ I wish to "walk through" the May 2020 Commencement Ceremony preceding my graduation (only permitted if you have **two courses [up to 8 credits]** to complete during the summer).

☐ I wish to attend the May 2021 Commencement Ceremony in the year following the summer that I graduate (only permitted if you have **more than 2 courses or 8 credits** to complete during the summer).

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: _____

Office of the Registrar
2807 North Glebe Road
Arlington, VA 22207

Phone: (703) 284-1520
Fax: (703) 516-4505
registrar@marymount.edu

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), if using American Express this is the 4 digit code on the front of the card: _____

Cardholder Signature: _____

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