



**Office of the Registrar**  
 University of the Pacific  
 3601 Pacific Ave.  
 Stockton, CA 95211

**UNDERGRADUATE APPLICATION  
 FOR GRADUATION**

Check one:  New Application  Updated Application

To file an undergraduate application for graduation you must be classified as a senior (92+ units) by the end of the current spring semester for the next academic year graduation cycle (Fall, Spring, Summer). It is further understood that you may participate in commencement only once.

Candidate for a bachelor's degree: Summer I / II / III 20\_\_\_\_ Fall 20\_\_\_\_ Spring 20\_\_\_\_  
 (When all of requirements will be completed) (Circle One) Year Year Year

LEGAL NAME: \_\_\_\_\_ University ID Number: \_\_\_\_\_  
 (Name under which you enrolled at Pacific)

DIPLOMA / COMMENCEMENT PROGRAM NAME: \_\_\_\_\_  
 Print your name exactly as it will appear on your diploma and the Commencement Program. Clearly add spacing, accents, etc. Circle last name.

Email: \_\_\_\_\_@u.pacific.edu Phone: \_\_\_\_\_

**1<sup>st</sup> Degree (circle one):**

**BA BS BFA BM**

1<sup>st</sup> Major/Concentration \_\_\_\_\_

2<sup>nd</sup> Major/Concentration \_\_\_\_\_

**2<sup>nd</sup> Degree (circle one):**

**BA BS BFA BM MSES MACC**

Major/Concentration \_\_\_\_\_

Major/Concentration \_\_\_\_\_

**Minors:** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

- Are you completing any course(s) outside of Pacific?  yes  no  
 If yes, an official transcript must be received by the Office of Admission no later than one month after the last day of finals at Pacific for the term which you are graduating. A Transfer Course Approval Request (TCAR) form must be filed and approved with the Office of the Registrar prior to taking classes.
- Are your address(es) up-to-date in the Office of the Registrar?  yes

**Commencement** Check one:

**WILL ATTEND**  May 20\_\_ I will be completing all degree requirements by the end of the Spring semester of the year indicated.

**WILL NOT ATTEND**

**WILL ATTEND**  May 20\_\_ but requirements will not be completed prior to commencement. I will have reached 92 units by the end of the Fall semester.

My signature below indicates that I understand that if I have not satisfied all of the requirements for the degrees, majors and minors for which I have applied, the University of the Pacific will not grant my degree. I also understand that once my degree is conferred, no additional majors and/or minors can be certified.

► **Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE OF THE REGISTRAR USE ONLY**

- |   |                  |
|---|------------------|
| <input type="checkbox"/> 92 credits (including IP) on SHATERM form                        | Initials _____   |
| <input type="checkbox"/> Degrees, Majors and Minors on SGASTDN form (primary & secondary) | Date Rec'd _____ |
| <input type="checkbox"/> Permanent address up-to-date on SPAIDEN form                     |                  |
| <input type="checkbox"/> Verify Advisors, update via Change of Program form if necessary  |                  |

## Applying for Graduation

Students who plan to receive a bachelor's degree should complete an "Undergraduate Application for Graduation" form by the stated deadline in the schedule of classes to receive priority processing. Students who wish to file after the stated deadline will be subject to a \$25.00 late fee.

Advance notice of the intent to graduate permits timely review of degree requirements and notification of deficiencies in general-education requirements. This allows you to plan or change your final term course schedule to ensure completion of all requirements.

### Graduation Requirements

If you cannot answer yes to all of these questions, do not fill out this form. See your academic Advisor.

Will you have:

- Satisfied the general education requirements?
- Satisfied all requirements for your major(s) AND the requirements for any declared minor(s)?
- Earned a minimum of 124 units (or units applicable for your degree)?
- A minimum Pacific GPA of 2.00 overall?
- Met the university residency requirements?

### Important Reminders

- If you are completing your final course work at an institution other than Pacific, you must first complete a Transfer Course Approval Request (TCAR) form available on the Office of the Registrar's website at [www.pacific.edu/registrar](http://www.pacific.edu/registrar) before registering for the course. Once you have completed the course, send an official transcript from that institution to: Office of the Admissions, ATTN: Admissions, 3601 Pacific Avenue, Stockton, CA 95211. Transcripts must be received within one month after the last day of finals at Pacific for the semester in which you plan to graduate.
- If you determine that you will be unable to meet all of the degree requirements by the last day of the semester in which you plan to graduate, please file an updated graduation application with the Office of the Registrar as soon as possible. You will not be considered for graduation in a subsequent semester until you notify the Office of the Registrar in person or by mail.
- If you have a *double major, or a major and a minor*, you must complete all requirements for each component before graduating. If you are unable to complete all the requirements and still wish to graduate, you must complete a change of program form to change from a double to a single major or to drop the minor. You may not graduate in one semester with one major and in another with the other major or minor.
- All grade changes, removals of incompletes, and transfer work transcripts necessary for completion of degree requirements, *must* be on file in the Office of the Registrar within one month after the last day of finals at Pacific for the semester in question.
- Corrections to academic records, including change of grade due to faculty or clerical error, are made within thirty days following the granting of the degree. After this deadline records are considered official and no further amendments are allowed.
- Diplomas are mailed to the permanent address on record 3 to 4 months after the semester in which you graduate. You will receive an email once your diploma has been shipped from our vendor, so be sure to check your Pacific email account frequently after you complete your final requirement. If your permanent address changes after this form has been filed it is your responsibility to inform the Office of the Registrar of this change. Returned diplomas will be kept on file five years and then destroyed. There is a fee for a replacement diploma borne by the graduate.
- If you have any outstanding *financial obligations* your diploma will not be mailed. Contact the Finance Center if you have any questions regarding financial obligations.
- If you or anyone with you will need special accommodations to participate in Commencement, send an email to Elise Sloan at [esloan@pacific.edu](mailto:esloan@pacific.edu) or phone (209) 946-2666. Information on the ceremony can be found at [www.pacific.edu/commencement](http://www.pacific.edu/commencement).