

Check one: New Application Updated Application

Candidate for degree: Summer I/II/III 20____ Fall 20____ Spring 20____
(When all of requirements will be completed) 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.

PRONUNCIATION OF YOUR NAME: _____
Designate proper phonetic pronunciation

Email: _____@u.pacific.edu Phone: _____

Circle ALL degrees that apply:

BA BAAS BFA BM BS BSAcc BSBA DPT EdD EdS MA MAcc MBA Med MM MS MSES PharmD PhD

1st Major/Concentration _____ 3rd Major/Concentration _____

2nd Major/Concentration _____ 4th Major/Concentration _____

Minors: 1st _____ 2nd _____

- Are you completing any course(s) outside of Pacific? yes no
If yes and you are an Undergraduate student, 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.
- Your name will appear in your hometown newspaper do you wish to opt out? yes

Commencement (you may participate only once) Check one:
__ **WILL ATTEND University and/or College/School: MAY 20** _____
__ **WILL NOT ATTEND**

If you do not meet the commencement participation requirements for your degree program please submit an approved Petition to Attend Commencement with Deficiencies to Office of the Registrar.

- My signature below indicates that I understand the following:
- Pacific will award my degree(s) once I have satisfied all of the requirements required for my degree(s).
 - Once my degree is conferred my record is sealed, no additional majors and/or minors can be certified, no corrections or amendments can be made.
 - My name will appear in the commencement program even if I have a confidential hold.

► Student Signature _____ Date _____

OFFICE OF THE REGISTRAR USE ONLY

- | | |
|-------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> 92 credits (including IP) on SHATERM form (UG only) | 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 degree must complete an Application for Graduation form by the stated deadline in the academic calendar 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 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? (if applicable)
- Satisfied all requirements for your major(s) AND for any declared minor(s)?
- Earned minimum unit requirement applicable for your degree?
- A minimum Pacific GPA of 2.00 overall? (Undergraduates and Pharm.D. students)
- A minimum Pacific GPA of 3.00 overall? (Graduate students)
- Met the university residency requirements?
- Scheduled your Written/Oral Exam? (if applicable)
- Registered for Thesis/Dissertation/MAIR residencies (if applicable)

Important Reminders

- If you are an Undergraduate and 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 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 Application for Graduation 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.
- 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 needed 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**, including loan exit interview your diploma and official transcript 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, please call (209) 946-2666. Information on the University and College/School commencement ceremonies can be found at www.pacific.edu/commencement.