Registrar's Office steps for processing of the petition for Late Application to Graduate

1. Give the student the Guidelines with Petition form, to be complete and returned to Registrar's Office
   a. Give the student a brief explanation of the process when the form is picked up

2. Upon return of the petition
   a. Date stamp the Petition form
   b. Give the form to Assistant or Associate Registrar for a decision

3. The Assist. or Assoc. Registrar will make a determination to approve or deny the request

4. If the determination is approved,
   a. The graduation application will be changed to the term requested
   b. If the petition is granted beyond the award of the requested term degrees, the degree should be awarded
   c. The petition will be scanned into Nolij

5. If the request is denied
   a. The petition will be scanned into Nolij

6. There is no fee charged for processing this petition.

Registrar's Office Guidelines for Approval of the Petition for Late Application to Graduate

1. The student must have an active graduation application for a future term

2. The deadline for petitions is September 1st for the prior academic year.

3. The student’s MyDegrees audit must reflect 100% completed, with no degree requirements taken in subsequent terms

4. The petition must be approved and signed by the Head Advisor of the major college

5. The student must give a reasonable explanation and compelling reason for the late application
   a. The reason for cancellation of a previous application was due to a University error
   b. The advisor’s comments must confirm this claim
   c. Military deployment causing unavailability to apply on time, the petition must be accompanied by official validation of this reason

The following are NOT valid reasons for granting the petition to apply to graduate after the deadline:

1) Forgetting to apply prior to the end of the 2nd week deadline
2) Not being aware of the graduation application deadline (AR 25 i)
3) Forgetting to reapply within the 2 week grace period after a previous cancellation
4) Having been accepted into a graduate program that is beginning before your current graduation term ends
5) For employment reasons
   a. Having been hired or the prospect of being hired into a job
   b. To enhance your rank or economic circumstances within your current employment
   c. For professional licensure or certification

6) For personal convenience
   a. To change the Commencement year or diploma year
   b. For financial consideration to solely to alleviate a financial situation (Student may wish to contact Business Affairs)