



GRADUATION APPLICATION

Wheeling University

Student Name: _____
First Middle Last

Student ID: _____

Email: _____

Phone: _____

Academic Program Information

Primary Major: _____

Primary Degree: _____

Primary Minor: _____

2nd Major: _____

2nd Degree: _____

2nd Minor: _____

Diploma Details

Name on Diploma: _____
Student name as it should appear on the diploma.

Diploma Mailing Address

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Graduation Information

What is the term/date by which you plan to have all degree requirements meet?

- Fall Term / December
- Spring Term / May
- Summer Term / August

Year

Will you be participating in Commencement? (Held in May each year upon end of Spring term)

- Yes, I plan to attend.
- No, I will not attend.

Please note: All degree requirements must be met within 30 days of applied graduation term or a new application maybe required for the updated term of graduation. If intent to participate in commencement changes then notification to the Registrar's office is needed of this change of intent. Diplomas will be mailed out within 60 days of graduation date or conferral of degree as long as all academic and financial obligations to the college have been fulfilled. This includes the graduation fee that is assessed for this process.

Payment of Fees

Bachelor's/Master's/Doctoral - \$265

Please enclose a check or money order (payable to Wheeling University) for the appropriate amount.

BYMAIL: Mail the completed form and any applicable fee to:

**Wheeling University
 Office of the Registrar
 316 Washington Avenue
 Wheeling, WV 26003**

IN PERSON: Completed form and any applicable fee can be brought in person to the Registrar Office, CET Room 211

Student Signature: _____

Date: _____