GRADUATION APPLICATION
Wheeling University

Student Name: ___________________________ Student ID: ___________________________

First Middle Last

Email: ___________________________ Phone: ___________________________

Academic Program Information
Primary
Major: ___________________________ Degree: ___________________________ Primary Minor: ___________________________

2nd
Major: ___________________________ 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 Year
☐ Spring Term / May
☐ Summer Term / August

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: _____________