



Email: _____ Phone: _____

If you are currently a double-major, you will need to complete and submit one form per major.

Major: _____ Degree: _____ Minor: _____

Below, please list your current courses as well as any other final courses / credits required for completion of your degree and when you plan to complete them.

[illegible]

Attention Academic Advisor: By signing, I certify that I have reviewed the student's academic record and upon the completion and appropriate grades earned of the courses / credits noted on this form, and with the final approval from the Registrar's Office, this student will have met all requirements for the major and minor listed on this form.

Academic Advisor's Signature: _____ Date: _____

Attention Student: By signing, I confirm that I understand my responsibility to be aware of any graduation requirements for my degree including: needing to have completed at least 120 credits; all core requirements (*as outlined and available in the Academic Catalog*); all specific requirements for my major, minor, certificate, or other award as applicable; and any other requirements such as filing a Graduation Application and fulfilling any financial obligations to Wheeling University.

Student's Signature: _____ Date: _____

Upon the completion of this Graduation Qualification Form, please be sure to fill out an accompanying Graduation Application Form.

GRADUATION APPLICATION FORM

Wheeling University

Student Name: _____ Student ID: _____
First Middle Last

Email: _____ Phone: _____

Academic Program Information

If you are currently a double-major, you will need to complete and submit one form per major.

Major: _____ Degree: _____ Minor: _____

Graduation Information

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

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

Will you be participating in the
Commencement Ceremony?

(Held in May each year upon end of Spring Term)

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

Year

**Participation in the
Commencement Ceremony does
not constitute the conferral or
awarding of your degree(s)**

Please Note: All degree requirements must be met within 30 days of the applied graduation term or a new application may be required for the updated term of graduation. If intent to participate in commencement changes then notification of this change is required to be sent to the Registrar's Office. Diplomas will be printed and mailed by the President's Office within 60 days of the graduation date or conferral of degree as long as all academic and financial obligations to the University have been fulfilled. This includes the graduation fee (noted below) that is assessed for this process.

Diploma Details (Mailing Address & Name)

Diploma Mailing Address

Street Address: _____

City: _____ State / Territory: _____ Zip: _____ Country: _____

Name on Diploma: _____

Name should be written exactly as it should appear on the diploma.

Payment of Fees for all Degrees (Bachelor's / Master's / Doctoral)

Payment of \$265 fee is due at the time of the submission of the Graduation Application Form.

Please enclose a check or money order (payable to Wheeling University) for the Graduation Application fee of \$265.

BY MAIL: 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 can be brought to the
Registrar's Office, CET 216.

Applicable Fee can be brought to the
Student Account's Office, CET 208.

Student's Signature: _____ Date: _____

Before completion of this Graduation Application Form, please be sure you've completed an accompanying Graduation Qualification Form.