



**Unit of Student Records
Request for Graduation Clearance
Submission Deadline: March 23, 2018**

Student's Name (Print)

Wiley ID Number

Major

Concentration (if applicable)

Second Major (if applicable)

Second Concentration (if applicable)

Minor

Advisor's Name (Print)

Home Phone Number

Cell Phone Number

Local Address

City

State

Zip

Permanent Address

City

State

Zip

Student's Signature

Date

All signatures must be obtained prior to issuance of academic regalia. When completed, return to the Unit of Student Records.

1. _____
Director, Institutional Research/Assessment
(McLeod Hall – 2nd Floor)

2. _____
Information Systems & Technology Staff Member
(McLeod Hall – 1st Floor)

3. _____
Director, Alumni Affairs
(McLeod Hall – 2nd Floor)

4. _____
Director, Counseling and Career Planning

5. _____
Student Accounts Manager
(Willis J. King Administration Building – 1st Floor)

6. _____
Financial Aid Loan Default Officer
(Enrollment Services Center)

7. _____
Library Staff Member
(Thomas Winston Cole, Sr. Library)

8. _____
Unit of Student Records Staff Member
(Enrollment Services Center)

NOTE: If for any reason you do not meet degree requirements as planned, the *Application for Graduation* and Graduation Fee will remain on file for one year.