



Unit of Student Records
Application for Graduation
Submission Deadline (December graduates: November 13, 2017)
Submission Deadline (May graduates: December 15, 2017)

DEADLINE FOR APPLICATION: Graduating seniors are required to submit applications for graduation at least three months prior to the beginning of their last semester. The graduation fee is not required at the time of application.

Instructions:

- 1). Complete information as requested below and return the application to the Unit of Student Records.
- 2). The name on your College records **MUST** be the same as your degree. This means that you must correct your records should your marital status change, or you wish to change your name for any reason, providing you submit the proper paperwork.
- 3). Submit proof of payment of the graduation fee to the Unit of Student Records by the specified deadline date.

Name: _____ Hometown _____ Wiley ID # _____
 (as it will appear on your degree)

DEGREE YOU ARE SEEKING: (CHECK ONE)		A.A. _____	B.A. _____	B.S. _____	B.B.A _____
Major _____	Second Major (if applicable) _____				
Concentration _____	Second Concentration (is applicable) _____				
Minor _____	Second Minor (if applicable) _____				

NOTE: A GRADE OF "D" CANNOT BE USED TOWARD GRADUATION REQUIREMENTS IN FRESHMAN ENGLISH, SURVEY OF MATH, COLLEGE ALGEBRA, MAJOR, MINOR, AND TEACHER EDUCATION COURSES.

In which term will you complete all degree requirements?	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Sum		
				Yes	No
Were you a candidate for graduation last year?					
If yes, did you file an application for graduation with the Unit of Student Records?					
If yes, did you pay the required graduation fee?					
Have you met chapel requirements?					
Are you substituting any courses?					
If yes, have you made certain all substitution forms have been received by the Registrar?					
If no, all substitution forms must be received by the Registrar by December 15, 2017.					
Have you taken courses at another institution?					
If yes, please list the institution.					
Are all of your official transcripts on file in the Registrar's office?					
If no, you must secure official transcripts before December 15, 2017.					
Are you expecting to earn credits at another institution between now and December 15, 2017?					
If yes, have you secured approval on the Transfer Credit form?					
If no, the Transfer Credit form must be submitted by December 15, 2017.					
Do you plan to attend the commencement ceremony?					

Graduation Fee
\$175.00

Late Application Fee
\$100.00
(beginning February 12, 2018)

Graduation Fees are Non-Refundable.

NOTE: Wiley College reserves the right to modify any fee without prior notification.
 Office Use Only

Date Applied: _____

Honors Candidate: _____

Receipt No: _____

Received By: _____

Degree Plan on File: _____

NOTE: Degrees will not be posted until official transcripts for all courses have been evaluated and verified as degree requirements. Grades of "D" will not transfer.

List the permanent address and telephone number at which you may be reached. If necessary, your diploma will be mailed to this address. Updates must be provided if this changes. Remember to check your Wiley College e-mail frequently through graduation for important information.

Street Address _____ City/State/Zip _____

Cell Phone Number _____ E-mail Address _____@wileyc.edu

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.

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____