



**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.

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|---|---|
| 1. _____<br><b>Director, Institutional Research/Assessment</b><br><i>(McLeod Hall – 2<sup>nd</sup> Floor)</i>         | 2. _____<br><b>Information Systems &amp; Technology Staff Member</b><br><i>(McLeod Hall – 1<sup>st</sup> Floor)</i> |
| 3. _____<br><b>Director, Alumni Affairs</b><br><i>(McLeod Hall – 2<sup>nd</sup> Floor)</i>                            | 4. _____<br><b>Director, Counseling and Career Planning</b>   |
| 5. _____<br><b>Student Accounts Manager</b><br><i>(Willis J. King Administration Building – 1<sup>st</sup> Floor)</i> | 6. _____<br><b>Financial Aid Loan Default Officer</b><br><i>(Enrollment Services Center)</i>                        |
| 7. _____<br><b>Library Staff Member</b><br><i>(Thomas Winston Cole, Sr. Library)</i>                                  | 8. _____<br><b>Unit of Student Records Staff Member</b><br><i>(Enrollment Services Center)</i>                      |

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.