

**PART I LATE GRADUATION APPLICATION POLICY ACKNOWLEDGEMENTS and FEES**
*Please initial each box*

I understand that

Applying after the graduation application deadline will incur a \$150 non-refundable, one-time late fee in addition to the graduation application fee, even if I do not meet the graduation requirements for that term.

The graduation application fee and the late fee will be due to the Business Office within **7 days** after the fees are posted to my account. After 7 days, a hold will be placed on my account.

All communication regarding graduation will be sent to my **BenU email account**.

Applying late may cause my degree audit to be delayed.

It is my responsibility to schedule an appointment with my advisor(s) to ensure all degree requirements and coursework will be completed by the end of the term I have selected to graduate.

My degree will not be conferred if all requirements are not met prior to the end of the term I have selected to graduate.

Applying late may cause my name and degree not to be listed in the Commencement Program.

Applying late may cause the availability of my diploma to be delayed.

This form cannot be accepted if received after the end of the term I have selected to graduate.

No changes are allowed to my record after my degree has been conferred.

All changes to my major, minor, concentration, certificate, or emphasis must be made prior to my final term.

**PLEASE NOTE THE FOLLOWING GRADUATION APPLICATION FEES:**

- Certificate recipients—\$30 per certificate
- Associate, Bachelor's, and Master's degree recipients—\$145
- Doctoral degree recipients—\$205

**LATE FEE IN ADDITION  
 TO ALL GRADUATION APPLICATION FEES**  
**\$150**  
*(this is a non-refundable, one-time fee)*
**PART II GENERAL INFORMATION**
*Fill in your name as you would like it on your diploma, BenU ID #, and a **permanent** mailing address (where your diploma should be mailed)*

First Name	Middle	Last Name	BenU ID#
Street Address/Apt #	City	State	Zip Code
Home Phone Number		Cell Phone Number	

**PART III DEGREE AND TERM INFORMATION**
**Undergraduate Students:** *Please check the degree/certificate and date for which you are applying*

<b>Associate Degree</b>	<b>Bachelor's Degree</b>	<b>Undergraduate Certificate</b>
Graduation Term 20____	Fall                  Spring	Summer

**Graduate Students:** *Please check the degree/certificate and date for which you are applying*

<b>Master's Degree</b>	<b>Doctoral Degree</b>	<b>Graduate Certificate</b>
Graduation Term 20____	Fall                  Winter	Spring                  Summer

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**PART IV SPECIFIC DEGREE INFORMATION**

*Please fill in the appropriate degree program, concentration, primary/ secondary major, minor, and/ or certificate.  
This information cannot be changed after your final term has started.*

**BACHELOR’S APPLICANTS**

\_\_\_\_\_  
Primary Major and Concentration (if any)      Secondary Major and Concentration (if any)      Minor (if any)

**ASSOCIATE, MASTER’S, OR DOCTORAL APPLICANTS**

\_\_\_\_\_  
Degree Program      Concentration (if any)

**CERTIFICATE APPLICANTS**

\_\_\_\_\_  
Please state the specific certificate(s) you are applying for

**PART V SIGNATURE**

Please turn in this form to the Registrar's Office in Lownik 103

*Please sign below either in pen or with a digitally verified signature*

I have read the content of this form and state that the information I have provided herein is correct.

\_\_\_\_\_  
**Student’s Signature (required)**      **Date**

**PART VII PROCESSING**

\_\_\_\_\_  
**Registrar’s Office Representative’s Signature**      **Date**