

**APPLICATION FOR GRADUATION & COMMENCEMENT**

**INSTRUCTIONS:** Students must complete and submit to the Registrar’s Office by **September 1** for December graduation candidates and **December 1** for May and July graduation candidates. December graduation candidates who wish to “walk early” must submit the form by **December 1** immediately preceding the ceremony in which they wish to participate. **All** graduation candidates must submit applications in order to have their degrees conferred and receive diplomas (“graduation”) regardless of whether they want to participate in the ceremony in May (“commencement”). Applications are valid for the term indicated and two consecutive terms thereafter. Type or print legibly. See back of form for additional policies and procedures.

Name – Print <b>EXACTLY</b> as you want it to appear on your diploma. Use upper & lower case or ALL upper case and any appropriate international characters. (e.g. Karin Håkansson, JIANG HAU MAN, Raphaël Kaminsky, John Andrew Smith, III) <b>Note: All upper case is not recommended.</b>			
GGU ID # or Social Security Number		E-mail Address	
Current Address or P.O. Box			Phone Number (      )
City	State/Country		ZIP/Postal Code

- Academic Program: (Check one)
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> JD Doctor of Jurisprudence         | <input type="checkbox"/> LLM in Environmental law | <input type="checkbox"/> LLM in Intellectual Property |
| <input type="checkbox"/> LLM in International Legal Studies | <input type="checkbox"/> LLM in Taxation          | <input type="checkbox"/> LLM in US Legal Studies      |
| <input type="checkbox"/> SJD in International Legal Studies |   |   |

JD Specialization Certificate\* in: \_\_\_\_\_  
 \*You must also submit a separate *JD Specialization Certificate Application* form.

Anticipated Graduation Term:  Fall (December) 20\_\_\_\_  Spring (May) 20\_\_\_\_  Summer (July) 20\_\_\_\_

- I am a member of the current graduating class and plan to participate in the commencement ceremony in May 20\_\_\_\_.
- I am NOT a member of the current graduating class and request permission to “walk early” and participate in the commencement ceremony in May 20\_\_\_\_.

**Please mail my diploma to the address below instead of the one above.** Effective date of address:      /      /

Street Address/P.O. Box	City	State/Country	ZIP/Postal Code
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Name & address of someone who does not live with you who will always know where you are.	Relationship
	Phone Number (      )

GGU clubs and organizations you were affiliated with and dates:
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **GRADUATION POLICIES**

### **Deadline for Submitting Graduation Application**

1. Applications for graduation for December graduation candidates are due by September 1 of students' final fall semesters. Applications for graduation for May and July (August for LLM Tax) graduation candidates are due December 1 immediately preceding their final semesters.
2. One commencement ceremony is held in May for each year's graduating class. The academic year begins with the fall term and ends with the following summer term. Accordingly, a graduating class consists of those who graduate in December, May, and July in the same academic year. December graduation candidates who wish to "walk early" and participate in the commencement ceremony prior to the one for their graduating class must submit the application by December 1 immediately preceding the May commencement ceremony in which they wish to participate.
3. All forms must be submitted to the Registrar's Office. Original copies are preferred to faxed copies.

### **Commencement Ceremony Participation**

1. Students must be in good academic standing in order to participate in the commencement ceremony. December graduation candidates who are applying to "walk early" must also have completed enough units that graduation in December is possible without being in overload status during their final summer or fall terms.
2. Students' names will appear on the commencement ceremony program as they appear on the application form except that all names will be upper and lower case. No names will appear in all uppercase letters in the program.
3. JD students working towards certificates of specialization must submit separate *JD Specialization Certificate Application* forms in order for notations to appear in the commencement program and to receive certificates and have notations made on their transcripts.
4. Students may participate in one commencement ceremony per degree program.

### **General Credit Requirements**

1. If a student has an outstanding incomplete course attempt at the end of the term after which the student intends to graduate, the student must complete the course by the deadline indicated below or the student's graduation will be postponed until the term in which the course is completed. If a student does not need the credit from the incomplete course to complete the student's program requirements, the student may elect to withdraw from the course instead of completing it. The deadline for completing a course before the grade is automatically converted to "W" for "Withdrawn" is not altered by these deadlines.

<u>Term</u>	<u>Deadline for completing an incomplete course attempt in order to graduate</u>
Fall	January 31 <sup>st</sup>
Spring	June 30 <sup>th</sup>
Summer	September 15 <sup>th</sup>

2. Official transcripts from each school from which transfer credit is expected must be received by the Registrar's Office before the student's degree can be awarded.

### **Diploma Release/Mailing Procedures**

1. Before diplomas will be mailed or released to students, their account balances must be paid in full.
2. Graduates' diplomas will be mailed to the address provided on the form. Should graduates wish to change the address to which they want their diplomas mailed, they must submit an address change request specific to their graduation application. Simply changing their current mailing address with the Registrar's Office does not change the address to which their diplomas will be mailed. To change their diploma mailing addresses, graduates may submit a new graduation application, or they may send detailed messages to *lawreg@ggu.edu*.

### **Application Expiration**

1. Applications are valid for the anticipated graduation term indicated on the front of the form and two consecutive terms thereafter. Applications expire if students fail to graduate within the second consecutive term.
2. If students allow their applications to expire, they will be required to submit new application forms in order to have their degrees awarded if they later fulfill their program requirements.