



2016-17 Degree Application

Please fill and sign in both sides of this sheet, obtain all signatures, and return to the Registrar's Office according to the following deadlines:
Fall Graduation: October 15, 2016 Spring Graduation: November 1, 2016
Summer Graduation: June 1, 2017
Applications that are not signed on both sides will not be considered valid applications.

Student ID # _____

Name _____
First Middle Last Suffix

I am applying for degree completion at the end of the semester indicated below:

Fall Semester 2016 Spring Semester 2017 Summer Semester 2017

_____ I wish to participate in the Spring 2017 commencement ceremony
(A \$110 graduation fee will be assessed for CAS graduates, and a \$135.00 fee will be assessed for COP graduates)

_____ I will not participate in the Spring 2017 commencement ceremony
(A \$140.00 graduation fee will be assessed for CAS graduates, and a \$165.00 fee will be assessed for COP graduates)

THE NAME APPEARING ON YOUR BANNER GRADE REPORT/TRANSCRIPT IS THE NAME WHICH WILL APPEAR ON THE DIPLOMA. NO NICKNAMES OR TITLES CAN BE USED.

IF YOU WISH TO CHANGE THE NAME IN ANY WAY, LEGAL DOCUMENTATION MUST BE PRESENTED WITH THE GRADUATION APPLICATION TO VERIFY A CHANGE. THIS DOCUMENTATION MUST BE PROVIDED BY JANUARY 15, 2017. ANY CHANGES REQUESTED AFTER THIS DATE WILL INCUR ADDITIONAL COST.

Local address

Street City State Zip

Permanent address (in the event that the Diploma needs to be mailed, it will be sent to this address)

Street City State Zip

Cell Phone# _____ **Local Phone#** _____ **Permanent Phone#** _____

XULA e-mail address * _____

I understand that **all** information and communications regarding my graduation and commencement ceremony status will be sent to my Xavier e-mail address, and it is my responsibility to check this e-mail account for correspondence and communications related to my graduation status. _____ (Initial)

Personal e-mail address (gmail, hotmail, etc.) _____

Degree/s expected _____ B.A. _____ B.S. _____ B.M. _____ Pharm. D.

Major 1 _____ **Major 2** _____

Minor/Double Concentration _____

I have met with my faculty advisor/s, and I have read the University catalog. I am aware of my remaining degree requirements.

Student's Signature _____ **Date** _____

***All information and correspondence will be sent to the applicant's XULA e-mail account.**

You must complete side 2 of this application

COMMENCEMENT CEREMONY PARTICIPATION POLICY

In order to participate in the Spring 2017 commencement, a student must be enrolled in **ALL** remaining required courses by the last day of add/drop during that semester, have successfully completed all required courses, have at least a 2.0 overall GPA, and have passed the senior or pharmacy comprehensive examination or course as designated by the department. In addition, a student who is enrolled in all required classes in the spring commencement semester, has a 2.0 overall GPA, has passed the senior or pharmacy comprehensive examination, but fails only **ONE** required course during that last semester will be allowed to participate in commencement exercises. Withdrawal from any required courses will prevent the student from participating in the commencement exercises. (Xavier Catalog 2016 -2017)

Specifically:

I understand that I must be enrolled in **ALL** remaining required courses by the last day of drop/add for the Spring 2017 semester. If I

1. Fail to enroll in the remaining required courses
2. Withdraw from any of the required courses
3. Fail (or do not achieve the grade required by my major department) in more than 1 of the required courses
4. Do not meet the minimum required cumulative (**2.0**) and or major grade point average (**2.0** or higher as required by the major department)

I will not be eligible to participate in the May 2017 commencement ceremony.

_____ (**Initial**)

I understand that I must pass/achieve a designated score on the senior comprehensive examination. Praxis is the senior comprehensive examination for all Education majors. Scores for national exams (i.e. Praxis and GRE) must be received prior to the last class day of the semester in which the student plans to graduate. **Students are encouraged to take these exams in the semester prior to graduation to allow sufficient time for the Registrar to receive their scores.**

I understand that I will not be eligible to participate in the May 2017 commencement if

1. I have not passed my designated senior comprehensive examination
or
2. My scores from the designated national examination have not been received prior to the last class day of the Spring 2017 semester

_____ (**Initial**)

I understand that Xavier's stated policy on transfer courses governs the degree evaluation process.

1. Approval for transfer of credits to Xavier from some other educational institution must be received **prior** to the student's enrollment at that institution. Otherwise, the credits will not be accepted at Xavier.
2. Students who wish to participate in the Spring commencement ceremony should not enroll in more than 1 required course at another institution (including partner institutions) for the Spring semester. Grades from these schools will not be available in time to confirm commencement participation eligibility. If you enroll in more than 1 required course at another institution, you will not be eligible to participate in commencement if we have not received an official transcript from the institution's Registrar's Office by May 2, 2017.
3. Students who anticipate using CLEP scores to satisfy course requirements must be registered for the CLEP examination by **March 31, 2017**. **Score/s from the examination must be received prior to the last class day of the Spring semester.**

I understand that I must satisfy **all** financial obligations to Xavier University (i.e. Student Accounts, Library Fines, Parking Tickets, Student Health Services) in order to participate in the May 2017 Commencement Ceremony. The deadline for satisfying financial obligations is April 28, 2017.

_____ (**Initial**)

I understand that failure to comply with the policies stated above will negate my eligibility to participate in the May 2017 commencement ceremony.

I have been advised that all of the policies stated above are firm and not subject to petition. I understand that it is my responsibility to keep my parents apprised of my commencement participation status.

Signature

Date