Request for Change of Graduation Term

Re-Filing Degree Application ($15.00 fee)
This form is to be used by students who have previously submitted an
Application for Degree and Diploma form and who desire to change their graduation term

Name: ____________________________________________________ Student ID: _______________

Phone Number: ____________________ E-mail: ___________________________________________

Anticipated Graduation Term:
This is the term in which all University and Major/Minor requirements are completed

Term (circle one):   Fall / Spring / Summer
Year: __________

Diploma Name
PRINT name exactly as you wish it to appear on your diploma.

Note: This name must be the same as we have in our records. If you have legally changed your name, you must submit a
Name Change form & documentation to the Records & Registration front desk in Sage Hall before the end of your final term.

__________________________     __________________________     __________________________
First Name                                        Middle Name                                     Last Name

Degree Objective:                                     MA     MS     MBA     Certificate

Major/Program/Emphasis: _________________________________________________________________

Minor/Certificate (if declared): _______________________________________________________

Second Major (if declared): _____________________________________________________________

Second Minor/Certificate (if declared): ___________________________________________________

Note: Please run your CI Academic Requirements Report (CARR) in CI Records and verify that your major(s)/minor(s) are
displaying correctly at the top. If you do not see a major or minor listed, you will need to submit a Change of Major/Minor
form to Records and Registration.

Payment of non-refundable $15.00 fee to Student Business Services needs to accompany this form. The form
must be submitted to the SBS window, located in Sage Hall. Applications without the fee will not be processed.

Student’s Signature ____________________________________________ Date ____________________

Administrative Use Only- Student Business Services

_____ Re-Filing Fee $15.00    Check ____ Cash_____ By: __________________ Date: _______________

*** PLEASE SEND COMPLETED APPLICATION TO RECORDS AND REGISTRATION FOR PROCESSING***

Administrative Use Only-Records & Registration

Processed by: _______ PS Update: _______ Term Activation: _______ Registration App.t: _______ AGU/AGP _______
(Staff Initials)                        (Date)

Revised 5/15/18