



## 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 Registrar's Office front desk in Sage Hall before the end of your final term.

\_\_\_\_\_  
First Name Middle Name Last Name

Degree Objective:  BA  BS  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 the Registrar's Office.

**Payment of non-refundable \$15.00 fee to Student Business Services needs to accompany this form. The form must be submitted by mail or in person 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 THE REGISTRAR'S OFFICE FOR PROCESSING\*\*\*

**Administrative Use Only-Registrar's Office**

Processed by: \_\_\_\_\_ PS Update: \_\_\_\_\_ Term Activation: \_\_\_\_\_ Registration App.t: \_\_\_\_\_ AGU/AGP \_\_\_\_\_  
(Staff Initials) (Date) Revised 4/3/19