



NORTH PARK UNIVERSITY

Student Administrative Services

UNDERGRADUATE STUDENT GRADUATION APPLICATION

INSTRUCTIONS: COMPLETE STUDENT SECTION · MEET WITH ADVISOR TO COMPLETE ACADEMIC CLEARANCE SECTION
RETURN FORM(S) TO STUDENT SERVICES · EMAIL: RECORDS@NORTHPARK.EDU; FAX: 773-634-4051; or MAIL: BOX 9

STUDENT SECTION (please print)

Name _____ Date of Application: _____
LAST FIRST MI ID# _____

Address (to which diploma should be sent 10 weeks after graduation)

STREET _____ TELEPHONE NUMBER _____
CITY _____ STATE _____ ZIP _____ EMAIL ADDRESS _____

Name (Exactly as you want it to appear on your diploma) _____
FIRST MIDDLE LAST

Are you currently enrolled at North Park? ☐ Yes ☐ No (If no, date last attended: _____)

Degree: ☐ Bachelor of Arts ☐ Bachelor of Science ☐ BSN ☐ Bachelor of Music ☐ Bachelor of Music Education ☐ BGS

Major(s): _____

Date you expect to complete your degree: ☐ December ☐ May ☐ August Year: _____

In which commencement do you plan to participate? ☐ December ☐ May Year: _____

Cap & Gown Info: Height _____ Weight: _____

Participation in the commencement ceremony is mandatory. Students completing degree requirements in **August** have the option to participate in the following December ceremony or the following May ceremony. Students completing degree requirements in **December** have the option to participate in the December ceremony or the following May ceremony.

ACADEMIC ADVISOR CLEARANCE

Indicate student's progress toward graduation. 1) Check box *only if* requirements are complete or if student is currently registered for all requirements needed. 2) List any requirements that are lacking.

- ☐ General Education _____
- ☐ Total Semester hours (120 minimum) _____
- ☐ Comprehensive Exam(s) _____
- ☐ First Major _____
- ☐ Second Major _____
- ☐ Waivers/Substitutions (if applicable) _____

First Major _____
Advisor's Signature _____
Second Major _____
Advisor's Signature _____

Important Information

- Please attach a *Transfer of Major Courses* form if you've transferred in major courses or department approval documentation if you have any course waivers and/or substitutions (Not doing so will delay your graduation audit).
- You will receive graduation audit and commencement information via email throughout the year to your NPU email address.
- All students are assessed a \$150 graduation application fee when they turn in their graduation application. Students will be assessed a \$200 late graduation application fee if their application is turned in after the 4th week of the semester in which they are graduating.
- Please contact Student Services ASAP if you change your graduation date after you have already submitted your application.

I understand all the requirements and policies regarding graduation, as listed at www.northpark.edu/graduation and the academic catalog.

Student's Signature: _____ ☐ Pay Fee Now ☐ Charge to Student Account

SAS OFFICE USE ONLY: ☐ Grad App Fee Applied ☐ Late Grad App Fee ☐ CRI Date: _____ SAS Staff: _____