LATE GRADUATION APPLICATION INFORMATION

Directions for Submission:
1. Complete and sign the application. Only the student's signature is required for submission.
2. Submit the application to the Registrar's Office in person or by email (pdf with signature) or fax. All students will receive a confirmation email upon submission of their application. If you do not receive an email from registrar@marymount.edu, please be sure to follow-up to confirm receipt of your application.
3. All students completing this form are for applications submitted after the deadline and must be accompanied by receipt showing payment of late fee to Student Accounts or a completed Credit Card Payment Form.

For August Graduates ONLY:
Graduate students (Master's and Doctoral, with the exception of students in the doctoral programs below*), who need to take no more than nine (9) credits during the upcoming summer semester to complete their degree requirements and undergraduate students who need to take no more than nine (9) credits during the upcoming summer to complete their degree requirements may also participate in the 2024 Commencement ceremony if they meet both of the following conditions:
1. They complete an application for graduation by the designated deadline (Close of business – November 17, 2023).
2. The associate dean notifies the Registrar's Office that the student needs to complete their degree requirements in the summer semester immediately following Commencement.

No exceptions or exemptions to these two conditions will be made or given.
*NOTE: Students in the Ed.D., D.Sc., D.B.A., program must have completed their dissertation before they may participate in a Commencement ceremony.

Submission Due Dates and Fees:

Graduating in:	Fall 2023	Spring 2024	Summer 2024 (participating in 2024 Commencement Ceremony)	Summer 2024 (Not participating in 2024 Commencement Ceremony)
Online application for degree-seeking students must be submitted in Marynet by:*	July 7, 2023	November 17, 2023	November 17, 2023	February 9, 2024
Late paper application for degree-seeking students:**	Beginning July 8, 2023, applications for Fall 2023 graduation are late and students must apply using the late paper application. Late applications will be assessed a $50 late fee.	Beginning November 18, 2023, applications for Spring 2024 graduation are late and students must apply using the late paper application. Late applications will be assessed a $50 late fee.	Students who submit an application for Summer 2024 graduation after November 17, 2023 will not be eligible to participate in the 2024 Commencement Ceremony. If a student is applying for Summer 2024 graduation after 11/17/23, they must follow the Summer 2024 (Not participating in 2024 Commencement Ceremony) deadlines.	Beginning February 10, 2024, application for Summer 2024 graduation are late and students must apply using the late paper application. Late applications will be assessed a $50 late fee.

* After these deadlines applications must be submitted on paper and will be assessed a $50 late application fee.

Students who submit their application after the published deadline may not receive their diplomas by the close of the semester, may not graduate until the next graduation date, and may not be listed in the spring Commencement programs. **Students who submit an application after November 17, 2023 will not be eligible to participate in the 2024 Commencement exercises.

Information:
The application initiates a degree audit. Once the audit has been completed, students will be notified in writing if they have any unresolved academic/graduation problems or if they will not be eligible to graduate during the semester for which they have applied. Students should be certain to indicate their expected degree and academic program (major) including any double majors and/or minors.

Change of plans or failure to graduate and reapplication:
If a student fails to meet the graduation requirements for the term for which they applied, the application will be automatically moved to the next semester upon notifying the Registrar's Office, provided the student can complete their requirements within the maximum period for degree completion. Students who are unable to complete their degree requirements within the maximum period for completion must obtain permission to continue. For any delays beyond one semester, the student must file a new application by the appropriate deadline and indicate the new anticipated graduation date.

LATE GRADUATION APPLICATION

This paper application should only be used if you have missed the stated deadline.
ALL **late** graduation application will be charged a $50 late fee.

Student ID Number: _____   Telephone Number: _____

Student Name:_____
FIRST   MIDDLE   LAST

Note: Your name will appear on the diploma in the following order: first name, middle name or initial, and last name, including suffix (if applicable). This must conform to the official legal name of record at the time you graduate. Any name changes must be done by submitting proper documentation to the Registrar's Office. To verify your in the system name, login to Workday. Information about updating and viewing your legal name can be found on the Office of the Registrar's website: https://marymount.edu/academics/services-resources/registrar-s-office/updating-your-information/

_____   _____
Degree (i.e. BA, BS, MA, MBA, MSN, DPT, DNP, etc.)   College (i.e. College of Sciences and Humanities, etc.)

_____   _____
Major(s)   Minor(s)

Note: If you are receiving two degrees, you must complete two separate applications. If you are receiving a certificate, you must also complete a certificate application.

_____   _____
Second Degree/Certificate   College

Please indicate the semester and year in which you intend to complete all requirements for graduation.

Fall 20_____   Spring 20_____   Summer 20_____

Will you attend the annual Commencement Ceremony? Check one: ☐ Yes   ☐ No

If Yes, and you are a **SUMMER** applicant, please check one of the following:

☐ I wish to "walk through" the 2024 Commencement Ceremony preceding my graduation (only permitted if you have **up to 9 credits (Graduate Students* and Undergraduate Students)** to complete during the summer).
*Note: Students in the Ed.D., D.Sc., D.B.A. programs must have completed their dissertation before they may participate in a Commencement ceremony.

☐ I wish to attend the 2025 Commencement Ceremony in the year following the summer that I graduate (only permitted if you are a doctoral student that will defend your dissertation in Summer 2024, or if you have **more than 9 credits (Graduate Students and Undergraduate Students)** to complete during the summer).

I understand the application instructions. I am applying to complete all the requirements and graduate during the term indicated above. I understand that this application does not guarantee completion of degree requirements or of graduation. I understand that if I do not meet requirements to graduate during the indicated term I must reapply for a later term.

_____   _____
Signature   Date

REGISTRAR'S OFFICE USE ONLY
Payment Amount: _____   Payment verified by: _____   Date: _____
Application entered by: _____   Date: _____

MARYMOUNT UNIVERSITY

CREDIT CARD PAYMENT FORM

Payment: *$50 fee for all late graduation applications. A non-refundable 2.5% service fee will apply to all credit card payments.*

Name on Card: _____

Billing Address: Street: _____

                     City: _____   State: _____   Zip Code: _____

Credit Card Type: ☐ VISA   ☐ MasterCard   ☐ American Express

Credit Card Number: _____

Expiration Date: _____

3 digit security code (back of the card), if using American Express this is the 4 digit code on the front of the card: _____

Cardholder Signature: _____