**Sinte Gleska University**

**Application for Graduation**

**Chairperson:** Please be advised of the following procedure for certifying the `Graduate´. The Degree Earned cannot be posted by the Registrar’s Office until the following requirements are met. Please submit the following together: 1) This completed Graduation Application, 2) Completed Status Sheet, 3) Transfer Credit Worksheet, (if needed), & 4) All Official Transcripts required for transfer credits (if needed).

1) Student Name: Click or tap here to enter text. ID Click or tap here to enter text.  
2) Degree Earned/Major: Click or tap here to enter text.

1st Emphasis/Concentration: Click or tap here to enter text.

2nd Emphasis/Concentration: Click or tap here to enter text.

Advisor: Click or tap here to enter text. printed name & signature

3) Level: Please check one:

1 Year Certificate  BA Bachelor of Arts

AA Associate of Arts  BS Bachelor of Science

AS Associate of Science  M.Ed Masters in Education

AAS Associate of Applied Science  MA Masters in Human Services

4) Are all transfer credits approved?Check  Yes  No  Not Applicable

Are the official transcripts on file?Check  Yes  No  Not Applicable

Note: Transfer credit worksheet must be completed by an advisor and official copy of transcripts at SGU Registrar.

5) Have all of the course work been completed? Check  Yes  No, if no, list below:

|  |  |  |  |
| --- | --- | --- | --- |
| CLASS | DATE FINISHED | CLASS | DATE FINISHED |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6) Has all the Incompletes and other discrepancies been resolved? Check  Yes  No  Not Applicable

If No. please state the reason and action needed: Click or tap here to enter text.

7)Click or tap here to enter text.Click or tap here to enter text.

**Student Signature Date of Application**

8)Click or tap here to enter text.

**Chairperson’s Name & Signature Department Date**

9) Is the student in “Good Standing”? Check  Yes  No

10) Has he/she been cleared through the Sinte Gleska University billing department?  Yes  No

11) **All of the above concerns are satisfactorily addressed and answered in the affirmative. The student is certified to graduate.**

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**SGU Certification Officer Date**

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**Registrar Date**