**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**