

Graduation Application Instruction Sheet  
Concord University

**Please complete all attached paperwork accurately, completely, and legibly.**

To prevent delays or miscommunication among applicants and campus offices, applicants should complete the following steps in the order presented.

1. Go to the Business Office window (Second floor of Marsh Hall) and pay your \$50.00 graduation fee. If you apply after the specified deadline, an additional \$20.00 late application fee will be charged.
2. Go to the University Bookstore for cap and gown measurements.
3. Return **all** completed forms to the Registrar's Office by the application deadline. The actual graduation applications should reflect a Business Office receipt number and University Bookstore validation before being returned to the Registrar's Office.

Comments

- July graduates should apply no later than the deadline specified for May graduates (consult the Spring Academic Calendar for the deadline).
- Any applicant for graduation who chooses not to participate in the appropriate May or December ceremony must notify the Registrar's Office of this decision in a timely manner (preferably when the application is submitted to the office for processing).
- Approximately three to four weeks after applying for graduation, a Graduation Audit will be mailed to the applicant. The audit will show current grade point averages, course enrollments and comments regarding areas of concern related to degree/graduation requirements. Applicants should review the audit carefully and contact the Registrar's Office (Marsh Hall 202) immediately if they have any questions or concerns.
- Diplomas will not be available for approximately 8-10 weeks following the ceremony. The diplomas will be sent to the mailing address listed on the Graduation Audit form.

**Concord University**  
**Application for Graduation**  
**Undergraduate Programs**

Return application to: Concord University, Office of the Registrar, P.O. Box 1000, Campus Box D-118, Athens, WV 24712-1000    Phone: 304-384-5236 or 5237    Fax: 304-384-5349    Email: registrar@concord.edu

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

Student ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I hereby make application for graduation on \_\_\_\_\_  
(Specify date of graduation)

I am a candidate for the following degree(s):

- \_\_\_\_\_ Bachelor of Arts    *(List Major(s) Below)*
- \_\_\_\_\_ Bachelor of Arts in Communication Arts    *(List Concentrations Below)*
- \_\_\_\_\_ \*Bachelor of Arts in Interdisciplinary Studies    *(List Concentrations Below)*
- \_\_\_\_\_ Bachelor of Science    *(List Major(s) Below)*
- \_\_\_\_\_ Bachelor of Science in Athletic Training
- \_\_\_\_\_ Bachelor of Science in Business Administration    *(List Concentrations Below)*
- \_\_\_\_\_ Bachelor of Science in Computer Information Systems
- \_\_\_\_\_ Bachelor of Science in Education    *(List Teaching Field(s) Below)*
- \_\_\_\_\_ Bachelor of Science in Environmental Geosciences
- \_\_\_\_\_ Bachelor of Science in Recreation and Tourism Management *(List Concentrations Below)*
- \_\_\_\_\_ Bachelor of Social Work
- \_\_\_\_\_ \*Bachelor of Science in Interdisciplinary Studies    *(List Concentrations Below)*
- \_\_\_\_\_ Regents Bachelor of Arts

\*BA/BS in Interdisciplinary Studies requires approval of appropriate committee and Vice President/Academic Dean. The approved Program of Study must be on file in the Registrar’s Office to be official. Students may obtain the form from the Vice President/Academic Dean’s Office to apply for the BA/BS in Interdisciplinary Studies.

*Major* 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

*Teaching Field* 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

*Concentration* 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

*Minor* 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Complete all forms, pay fee at Business Office, contact Bookstore for cap/gown information, and return all attached forms to the Registrar’s Office. You will receive a Graduation Audit within 3 to 4 weeks. Upon receipt of this audit, please check it carefully and contact the Registrar’s Office if you have questions.**

*Business Office Receipt Number* \_\_\_\_\_ *University Bookstore Approval* \_\_\_\_\_