

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. Complete all the attached forms in their entirety. Teacher Education students will have an additional form required for state certification. A check for **\$49.00**, made payable to the WVDE (West Virginia Department of Education), must accompany this certification form.
2. Go to the Business Office window (located 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.
3. Go to the College Bookstore for cap and gown measurements.
4. Return **all** completed forms to the Registrar's Office by the application deadline. The actual graduation application should reflect a Business Office receipt number and College Bookstore validation before being returned to the Registrar's Office.

Comments

- August graduates, who wish to participate in the May ceremony, should apply no later than the deadline specified for May graduates (consult the Spring Schedule of Courses for deadline). August graduates, who do not wish to participate in the ceremony, should apply for graduation no later than June.
- 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 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.