



APPLICATION FOR GRADUATION

DANIEL MORGAN GRADUATE SCHOOL OF NATIONAL SECURITY

The following form must be submitted directly to the Office of the Registrar by the deadline below. All students should fill out an application for graduation upon enrollment in your thesis course.

DEADLINES

June 15	August Graduation
September 15	December Graduation
February 15	May Graduation

- ❖ **Step 1:** Review your unofficial transcript in SONIS and report any discrepancies to your faculty advisor.
- ❖ **Step 2:** Consult with your faculty advisor to confirm you will meet all degree requirements.
- ❖ **Step 3:** Have your program chair and the academic dean sign the application for graduation.
- ❖ **Step 4:** Return the application for graduation to the Office of the Registrar by the stated deadline.

This process will initiate a degree audit by the Registrar. Once the audit has been completed, you will be notified in writing if you have any unresolved academic/graduation discrepancies, or if you will not be eligible to graduate during the semester for which you have applied.

Change of plans or failure to graduate and reapplication:

If you fail to meet the graduation requirements for the term in which the application is submitted, you will need to reapply for graduation.

Commencement Ceremony

A formal commencement ceremony is held once per year in May. With the permission of the academic dean, students who plan to graduate in May and are within three credits of degree completion, are eligible to participate in the formal May commencement ceremony. Students seeking this option must fill out a form, *Permission to Participate in Commencement with 3 Remaining Credits*. December graduates have the option of completing the degree requirements in December and participating in the May ceremony. Please direct any questions about this to the Office of the Registrar.

**APPLICATION FOR GRADUATION
DANIEL MORGAN GRADUATE SCHOOL OF NATIONAL SECURITY**

August 20__

December 20__

May 20__

NAME (Please **PRINT**) _____

*Please **PRINT** your name exactly as it should appear on your diploma.*

ADDRESS TO MAIL DIPLOMA _____

NUMBER AND STREET

CITY

STATE

ZIP CODE

(AREA CODE) TELEPHONE NUMBER

E-MAIL ADDRESS

ACADEMIC PROGRAM Intelligence Managing Disruption & Violence National Security

Have you previously applied for graduation? YES NO If yes, please indicate semester _____

Do you plan to participate in the May commencement ceremony? YES NO

PROGRAM CHAIR (PLEASE PRINT)

PROGRAM CHAIR'S SIGNATURE

ACADEMIC DEAN (PLEASE PRINT)

ACADEMIC DEAN'S SIGNATURE

REGISTRAR (PLEASE PRINT)

REGISTRAR'S SIGNATURE

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.

APPLICANT'S SIGNATURE & DATE

REGISTRAR'S OFFICE USE ONLY

Processed by: _____

Date: _____