

Applying for Graduation

Overview

Important!

Prior to completing a Graduation Application, students should consult with their academic advisors, check their Degree Audits, and reference the appropriate [Academic Catalog](#) to make sure all graduation requirements will be met prior to the graduation date.

Current Deadlines

- **Spring 2018 graduation applications close on 2/2/18.**

- **Summer 2018 graduation applications available online beginning 2/5/18.**

▶ **Did you miss the deadline? Do you think you are eligible to graduate?**

▼ [Click here for instructions!](#)

Note: If you missed the deadline to apply online, but believe you are eligible to graduate during the current term of graduation, you will need to contact your academic advisor to obtain approval for your request and to ask that they then submit an email directly to graduation@uwf.edu on your behalf to request that you be added to the prospective graduation list as a late applicant. When you contact your department, you must provide them with the following information to forward to our office so that your graduation application can be created manually:

- Student ID number: (970.....)
- Name (as you wish it to appear on your diploma):
- Term in which you wish to graduate:
- Major(s)/Minor(s) you are applying to graduate in:
- Address (to where the diploma should be mailed):

▶ **Do you need to make**

Instructions

Undergraduate, Master's, Specialist Degrees, & Certificate Programs

▼ [Instructions for Applying for Graduation - Undergraduate, Master's, Specialist Degrees and Certificates - Click Here!](#)

1. Select the Student Academic Records app in MyUWF.
2. Click the Apply to Graduate link.

▼ [Click here for screenshot...](#)



3. Select the term in which you **most recently registered**. (Example below: Choose Spring 2013 even if you are graduating in Fall 2015 and fall registration hasn't opened or you haven't registered for fall courses.)

▼ [Click here for screenshot...](#)



- a. The term displayed should be the term of the student's latest registration; the curriculum for that term will display.

▼ [Click here for additional](#)

[details...](#)

Not registered after Summer 2014?

If you have not registered for courses after Summer 2014, you will not be able to apply for graduation online (there will be no term available in the drop down), please contact the Office of the Registrar, or email: graduation@uwf.edu with your information (be sure to include your Diploma Name if different from your name on

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Viewing Graduation Applications

- See [Viewing a Graduation Application](#).

Viewing My Degree

- See [Viewing my Degree\(s\)](#)

Related articles

- [Using the Graduation Dashboard](#)
- [Using the State Employee Tuition Fee Waiver](#)
- [Final Exam Schedule](#)
- [Using the Senior Citizen Tuition Fee Waiver](#)
- [How to upload an Assignment to the eLearning Dropbox](#)

changes to your graduation application or cancel your application?

▼ [Click here for instructions!](#)

To make any changes to the information on your graduation application, or to cancel your application, you must contact the Office of the Registrar or by email at graduation@uwf.edu.

Please include the following information:

- Student ID number: (970.....)
- Name (as you wish it to appear on your diploma):
- Term in which you wish to graduate:
- Major(s)/Minor(s) you are applying to graduate in:
- Address (to mail diploma to):

If you are changing your **Diploma Name**, be sure all spelling, punctuation, and capitalization is correct; this is *exactly* how your name will appear on your diploma.

You must declare any majors/minors/certificates prior to being allowed to apply for graduation in that program. If you need to declare a major/minor/certificate and or change your major/minor/certificate, see: [Declaring or changing a major or certificate program](#) prior to submitting your request to apply for graduation.

- Graduation applications are generally available beginning the 5th week of the current term (not the graduation term) through Friday of the 4th week of the graduation term.
- For additional information on dates and deadlines, please refer to [Academic Dates & Deadlines](#).
- For **Commencement information**, please refer to the [Commencement website](#).

record - be sure all spelling, punctuation, and capitalization is correct; this is how your name will appear on your diploma).

Please include the following information:

- Student ID number: (970.....)
- Name (as you wish it to appear on your diploma):
- Term in which you wish to graduate:
- Major(s) /Minor(s) you are applying to graduate in:
- Address (to mail diploma to):

b. If you do not have any curriculum eligible for which to apply for graduation, **OR** the online graduation applications are not yet open, you will receive the following message:

▼ [Click here for screenshot of message...](#)



4. Verify the curriculum information is correct (correct degree and/or certificate program, etc) and select the radio dial next to the curriculum for which you wish to graduate. If curriculum is incorrect, contact the [Office of the Registrar](#) to update your program information (may require submission of [Change of Major form](#)).

▼ [Click here for screenshot...](#)

5. Click Continue
6. Select the **Graduation Date** (a applications are only open for one term at a time).

▼ [Click here for screenshot...](#)

7. Click Continue
8. Using the "One of Your Names" drop-down box, you may choose one of the following options:

- a. Name of record.
- b. Input new name: If you choose this option, be sure all spelling, punctuation, and capitalization is correct; this is how your name will appear on your diploma.

▼ [Click here for screenshot...](#)

9. Click Continue
10. Using the "One of Your Addresses" drop-down menu, select a mailing address for the diploma.

▼ [Click here for screenshot...](#)

11. Click Continue
12. Confirm the information displayed on the Diploma Mailing Address Selection screen is correct. You may update the information if incorrect.

▼ [Click here for screenshot...](#)

13. Click Continue
14. Review information found on the Graduation Application Summary page prior to submission.
 - ▼ [Click here screenshot...](#)

15. Click Submit Request. You will get an Application Signature Page confirming your application has been successfully submitted.
 - ▼ [Click here for screenshot of Graduation Application Signature Page...](#)

Double Major or Dual Degree

▼ [Are you graduating with a double major or dual degree? Click Here!](#)

Double Major or Dual Degree

Students pursuing more than one degree seeking program must submit the online graduation application for EACH program. Follow the instructions [below](#) for each program for which you are applying to graduate. Please note:

- Students must declare any/all programs before they can apply to graduate in any/all of them; see [Declaring or changing a major or certificate program](#) for more information.
- To graduate with more than one degree seeking program, the requirements for both programs must be

completed by the graduation date (this does not apply to Certificates and/or AA degrees).

- If requirements for all undergraduate programs will not be met by the graduation date, graduation should either be delayed until all requirements are met, or the program that will not be completed should be dropped.

- See [Declaring or changing a major or certificate program](#) for more information on removing a program.

- After graduation, if a student decides to continue pursuing a program that was previously dropped, they must reapply through the Office of Admissions as a second degree seeking student.

- Please see the [Academic Catalog](#) for more information regarding second degree

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Associate of Arts (AA Degrees)

▼ UWF automatically awards A.A. degrees to bachelor's degree-seeking students who have completed all requirements for an Associate of Arts degree. [Click here for details...](#)

- To qualify, a UWF student must meet the requirements outlined in the [University Catalog](#).
- The A.A. degree will not be awarded in the same semester that the baccalaureate degree is awarded or in any semester following the completion of the baccalaureate degree.
- Students may choose to **opt out** of being automatically awarded their Associate of Arts Degree. [Click here for the opt out form.](#)

Certificates

- Students must contact the Certificate Program Advisor to initiate a declaration of certificate (at any level). This Advisor will initiate the electronic form and then it is passed to the student for acknowledgment.
- To apply for graduation (completion) in a certificate program, student's should submit the online graduation application following the steps outlined [above](#). You will choose your certificate program from the list of curricula outlined in Step #4.
 - ▼ [If you are unable to apply for completion of your certificate via the online application, click here!](#)

If you are unable to apply for completion of your certificate via the online application, please first confirm that you have declared the certificate and it is listed as part of your curriculum. You can view this information through your Student Records menu by clicking "View

Student Information."
If you have confirmed that the certificate has been declared and you still cannot submit the online application, please contact graduation@uwf.edu for assistance.

Doctoral Programs

- Candidates for Doctoral Degrees should complete and submit the paper Doctoral Application for Graduation (paper form ONLY; not available online) to the Graduate Studies Office in the College of Professional Studies by the appropriate deadline.
- Doctoral graduation applications are available in the Office of the Registrar, Bldg. 18, Pensacola Campus or by emailing graduation@uwf.edu.

Minors

▼ [Trying to apply for graduation with a minor? Click Here!](#)

- There is no application for graduation for a minor(s).
- Minors are only awarded concurrently with a Bachelor's degree.
- Students who have declared a minor and who have met all requirements for the minor by the graduation date, will automatically have the minor awarded at the point of degree conferral.
- If you have declared a minor(s), but will not meet the requirements by the graduation date, you must either postpone your graduation or remove your minor.
 - To remove your minor (you no longer wish to receive the minor), use the Change of Major form (linked above in the AA section, or see [Declaring or changing a major or certificate program](#)) to remove/delete the minor(s).
 - To postpone/cancel your graduation application (to continue requirements for your minor/program), please notify graduation@uwf.edu or contact the Office of the

Registrar for
assistance.