

# 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.

## Application Deadlines:

*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.*

### SPRING 2019

- Application Opens: Sept 24, 2018
- Application Closes: February 1, 2019

### SUMMER 2019

- Application Opens: February 4, 2018
- Application Closes: June 7, 2019

### FALL 2019

- Application Opens: June 10, 2019
- Application Closes: September 20, 2019

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

**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](mailto: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:

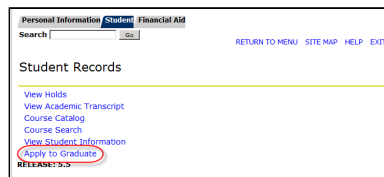
- Student ID number: (970.....)
- Name (as you wish it to appear on your diploma):
- Term in which you wish to graduate:
- Major(s)/Minor(s) you are applying to graduate in:
- Address (to where the diploma should be mailed):

**STEP 1:** 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.

**STEP 2:** Apply to Graduate! See Instructions Below.

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

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



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.)



## Related articles

[Using the State Employee Tuition Fee Waiver](#)

- [Applying for Graduation](#)
- [Viewing Student Registration Information](#)
- [Understanding Graduation Status Codes](#)
- [Understanding/Viewing Grade Modes](#)

### 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](mailto:graduation@uwf.edu) with your information (be sure to include your

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**Do you need to make changes to your graduation application or cancel your application?**

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](mailto: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.

**Viewing Graduation Applications**

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

**Viewing My Degree**

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

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**For additional information** on dates and deadlines, please refer to Academic Dates & Deadlines.

**For Commencement information**, please refer to the Commencement website.

**Questions?** Please email The Office of Strategic Graduation Initiatives at [graduation@uwf.edu](mailto:graduation@uwf.edu)

Diploma Name if different from your name on 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:



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](#)).

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

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.

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

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

Personal Information **Student** Financial Aid

Search [ ] [Go] RETURN TO MENU SITE MAP HELP EXIT

### Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

\* Indicates required field

**Mailing Address For Diploma**

House Number: [ ]

Street Line 1: [ ]

Street Line 2: [ ]

Street Line 3: [ ]

Street Line 4: [ ]

City: [ ]

State or Province: [Florida]

ZIP or Postal Code: [32578-1719]

Nation: [United States]

[Continue] [View Transcript]

13. Click Continue
14. Review information found on the Graduation Application Summary page prior to submission.

Graduation Application Summary

This is the information that will be submitted for your application to graduate.

**Graduation Date**

Date: Aug 08, 2014

Term: Summer 2014

**Ceremony Attend Ceremony:** Undecided

**Diploma Name**

First Name: [ ]

Middle Name: [ ]

Last Name: [ ]

**Diploma Mailing Address**

Street Line 1: [ ]

City: Noxville

State or Province: Florida

ZIP or Postal Code: 32578-1719

Nation: United States

**Curriculum**

Current Program: Bachelor of Science (BS)

Level: Undergraduate

Program: HHS So - HHS Care Adm OL

College: College of Arts and Sciences

Major and department: Health Care Administration, Exercise Sci & Community HEB

[Submit Request] [View Transcript]

15. Click Submit Request. You will get an Application Signature Page confirming your application has been successfully submitted.

Graduation Application Signature Page

Congratulations!

You have successfully submitted your application for graduation.

For details about the ceremony, ordering cap and gown, etc, please refer to the [commencement website](#).

You can review your application by clicking [View Application To Graduate](#).

To make changes or cancel your application, please contact the [Office of the Registrar](#) or email [graduation@uofl.edu](mailto:graduation@uofl.edu).

For questions about your academic/program requirements, please contact your academic advisor.

To continue registering for courses at UWF after the graduation term, please contact [Undergraduate or Graduate Admissions](#).

## Double Major or Dual Degree

### ! Double Major or Dual Degree

#### **IMPORTANT:**

*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 seeking requirements.

## Associate of Arts (AA Degrees)

- 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.
- Please note that the Registrar's office only awards certificates to the official record. If a printed certificate is offered, it will be provided to you at the discretion of the Department offering the certificate program. I would recommend that you reach out to your program to inquire about obtaining printed certificates.
- 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, 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](mailto: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 Ed.D/Ed.S Program Office 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](mailto:graduation@uwf.edu). Applications are also available in the Ed.D/Ed.S Program Office, Bldg 86, Rm 123, Pensacola Campus.

## Minors

- 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](mailto:graduation@uwf.edu) or contact the Office of the Registrar for assistance.