



Off-Campus Programs  
802 Industrial Drive  
Mount Pleasant, MI 48858

# Graduation Application for Bachelor's Degrees

This application must be received in the Mount Pleasant office by:	December 1	April 1	July 1
<b>Circle the graduation period you are applying for and indicate the year</b>	May	August	December
	_____ (year)	_____ (year)	_____ (year)
You must fulfill your degree/certificate requirement by:	May 15	August 15	December 31

**The graduation/certificate fee of \$50 must be submitted with each application.**

**Type or Print**

Sign and send the completed application with the \$50 nonrefundable graduation application fee to your center or the address listed above. This entitles you to two (2) consecutive graduation periods.

Name: \_\_\_\_\_ (Student ID #) \_\_\_\_\_  
*(First, Middle or Initial, Last) – Please indicate upper & lower case.*

Your name as it appears on your diploma/certificate must be consistent with your name as you entered it on your Admission Application. If you have changed your name, you must file a change of name form which is available at any program center.

Address: \_\_\_\_\_  
*(Street) (City) (State/Province) (Country) (Zip/Postal Code)*

Telephone #: \_\_\_\_\_  
*(Home) (Area Code) (Office) (Area Code)*

E-Mail Address: \_\_\_\_\_

Center: \_\_\_\_\_ Birthdate: \_\_\_\_\_

<b>Office Use Only</b>	
\$ _____	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

<b>Check One:</b>
<b>Bachelor of Applied Arts:</b> Major in Administration <input type="checkbox"/> Building Code Administration <input type="checkbox"/> Guest Services Administration <input type="checkbox"/> Industrial Administration <input type="checkbox"/> Organization Administration <input type="checkbox"/> Service Sector Administration
<b>Required Minor:</b>
<b>Bachelor of Science:</b> Option in Community Development <input type="checkbox"/> Community Services <input type="checkbox"/> Health Sciences <input type="checkbox"/> Public Administration <input type="checkbox"/> Recreation
<b>Bachelor of Science:</b> Major in Administration <input type="checkbox"/> Building Code Administration <input type="checkbox"/> Guest Services Administration <input type="checkbox"/> Industrial Administration <input type="checkbox"/> Organization Administration <input type="checkbox"/> Service Sector Administration
<input type="checkbox"/> <b>Bachelor of Science:</b> Major in Information Technology (Plan A) <i>no minor required</i>
<input type="checkbox"/> <b>Bachelor of Science:</b> Major in Information Technology (Plan B)
<b>Required Minor:</b>
<input type="checkbox"/> <b>Bachelor of Science:</b> Major in Vehicle Design

Do you wish to have your hometown paper notified of your graduation?     Yes     No  
(Notification is sent to a major newspaper serving the community where your diploma is mailed. If you wish other newspapers notified you should do so personally.)

- 1) Cap and gown costs are not covered (or included) in this application fee.
- 2) This application allows you to participate in the Mount Pleasant campus ceremony.
- 3) Participation in the ceremony is *not* contingent upon receipt of grades for course work in progress.
- 4) Contact your program administrator for information about your center's local ceremony.

**Any course substitution on the Program Plan requires a written amendment signed by your advisor and approved by the appropriate director. Amendments for course substitutions must be forwarded to the Mount Pleasant office.**

## EMPLOYMENT INFORMATION

YOUR JOB TITLE:

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PLACE OF EMPLOYMENT:

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YOUR OFFICE ADDRESS:

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(Street)

(City)

(State/Province)

(Zip/Postal Code)

(Country)

The status of your Graduation Application is neither contingent upon nor affected by this information.

PLEASE CHECK:  Female  Male

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

*Central Michigan University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. CMU, an AA/EQ institution, strongly and actively strives to increase diversity within its community (see [www.cmich.edu/aaeo](http://www.cmich.edu/aaeo)). CMU provides individuals with disabilities reasonable accommodations to participate in university activities, programs, and services. Individuals with disabilities requiring an accommodation to participate in an activity, program, or service should call (800) 950-1144, ext. 3264.*

[cmuoffcampus.com](http://cmuoffcampus.com) cmuoffcampus@cmich.edu #71 (2/08) 22218