



GRADUATION APPLICATION

Return to:
Registrar's Office
1025 North Broadway
Milwaukee, WI 53202-3109

Phone: (414) 277-7215

Fax: (414) 277-6914

Full name (as preferred on diploma – please print clearly) _____

Student number _____

Participation in a Commencement ceremony is required for ALL bachelor's and master's degree candidates. Failure to participate in a Commencement ceremony will result in your diploma being held. In accordance with present institutional policy, students are not permitted to participate in Commencement exercises at the end of a given quarter unless they are completing all course requirements for their degree during that same quarter. The only exception to this graduation policy is for students who intend to complete no more than two courses during the summer months; these students may participate in the Spring Commencement ceremony.

Year and quarter you plan to complete graduation requirements _____

Year and quarter you plan to attend Commencement (if different from above) _____

Degree (BA, BS, MS) _____ Program _____

Concentration (if applicable) _____

Minor (if applicable):

- Chemistry German Studies Management Marketing and Entrepreneurship
- Marketing Management Mathematics Physics Technical Communication

Note: The minor is notated on the transcript but not the diploma.

Are you receiving a second degree from Lübeck University of Applied Sciences? Yes No

Home city and state (or country) as they should appear in the Commencement program _____

Once your records are reviewed, an e-mail will be sent to you listing your remaining graduation requirements.

Please provide us with the following information:

E-mail address _____

Advisor's name _____

Diplomas arrive eight to nine weeks after the Commencement ceremony. Diplomas are sent as certified mail; someone MUST sign for it.

Please hold, I will notify MSOE with the address. Send to following address:

PLEASE COMPLETE REVERSE SIDE OF THIS APPLICATION

Courses yet to be completed

Please indicate all courses that currently are in progress and all classes that you intend to complete before you graduate. If courses are being taken at another college or university, please indicate where and when. Please be accurate. The courses you list will be used to determine whether you are eligible to participate in the Commencement ceremony. If you plan to take an elective but are not sure which specific class, list as “HU Elective,” “Application of Design Elective,” etc.

Courses currently in progress	Upcoming courses	Courses not yet transferred
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	Courses that have incomplete or NR grades that must be resolved.
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Student Life Office will hold a meeting in approximately the sixth week of the quarter regarding the graduation ceremony, cap and gown, invitations, etc.

Please note the graduation deadlines, which are on the Registrar’s Office Web site. If you apply before the deadline, we will make every effort to review your graduation requirements prior to the close of registration of the term in which you will graduate. If you have had any courses waived or substituted by your adviser or program director, please have him/her forward the appropriate documentation to the Registrar’s Office for your official file.

Student signature

Date