



Office of the Registrar
 4500 Massachusetts Avenue, NW • Washington, DC
 20016
 PHONE 202-885-8650
 EMAIL • registrar@wesleyseminary.edu

**DEADLINE TO APPLY FOR GRADUATION
 IS OCTOBER 14, 2016**

APPLICATION FOR GRADUATION

For a degree to be conferred, this application must be completed and submitted prior to the deadline for the semester of your intended graduation.

(Deadline October 14, 2016)

Wesley ID #

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- Winter Conferral **(Master's only)**
- Spring Conferral **(Master's and DMin)**

1) Please print your name of record. The name of record includes the first name, middle initial or full middle name, and the family name. To change your name of record you must file legal documentation with the Office of the Registrar. This will be printed on your diploma and in the Commencement program. The diploma is awarded under the official name of record at the time of graduation and cannot be changed after the degree has been awarded. We do not print titles, (e.g. Rev., Dr., Ms., Mr.).

First	Middle	Family Name	Suffix

2) Please print a **PHONETIC SPELLING** of your name below (how to **PRONOUNCE** your name during Commencement).

First	Middle	Family Name

- 3) **Current Address** (BEFORE commencement)
 Please include phone and email address
- Permanent/Forwarding Address** (AFTER commencement)
 Please include phone and email address

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4) Select the degree program(s) you will graduate from: Check all that apply:

- Master of Arts Master of Divinity Master of Theological Studies Dual Degree with American University
- Doctor of Ministry

5) **DMin Students:** Please add the title of your Project Paper:

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6) **M.Div Students**, check ONE, and complete site information:

Practice in Ministry & Mission

Student Pastor Program

Site Location 1:

Full, Proper Title of Site

City, State

Site Location 2:

Full, Proper Title of Site

City, State

Graduation Attendance: Spring semester graduates only:

Graduation is a momentous occasion and attendance at commencement is required unless the Dean has sent to the Registrar special permission for your degree to be awarded in absentia. In this case, the diploma will be mailed after commencement to the address listed on this application. Students who need to graduate in absentia must get written permission from the Dean by March 1, 2017.

Graduation Attendance: Winter conferral graduates only:

Your diploma will be mailed to the address listed on this application after commencement. There are no formal commencement exercises at the end of the fall semester. If you choose to participate in the following spring commencement exercises, please indicate below:

Yes, I will attend the Spring Commencement

No; I will not attend the Spring Commencement

My signature below declares my intent to graduate and adhere to all of the requirements for graduation. The graduation fee for 2016-2017 is \$150 for all graduating students.

- I understand that if I decide not to graduate or I am declared ineligible, I need to withdraw my application from the Registrar's Office by **March 1, 2017 to avoid graduation charges**. If I fail to do so, I will be responsible for all charges incurred after March 1, and I understand that I will need to pay these fees again the following year.
- I further understand that **all graduating students are expected to attend Commencement** unless excused by the Dean. All requests to graduate in absentia must be submitted in writing to the Dean by **March 1, 2017**.
- **All requirements for the degree and obligations to the seminary (including financial) must be met in order to graduate.**
- I understand that my name, degree, and any honors I may earn or graduation awards I may receive will be printed in the Commencement bulletin and thus publically available.

Signature _____

Date _____

Do not write below this line

Received Date _____ Received By: _____ SGRD Entered Date _____

In Absentia