



Office of the Registrar
 4500 Massachusetts Ave. NW, Washington, DC 20016
 202-379-7051 Fax
registrar@wesleyseminary.edu

**DEADLINE TO APPLY FOR GRADUATION
 IS OCTOBER 15, 2019**

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 15, 2019)

Wesley ID #

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

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. Please include spaces, dashes, accents, etc. 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/Last Name	Suffix

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

First	Middle	Family/Last Name

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

7) Check here to authorize us to print your name and degree in the commencement bulletin. We need your permission due to the FERPA requirements regarding privacy.

8) Yes, I will attend the Spring Commencement

No; I request to graduate in absentia

9) Graduation is an important occasion and attendance at commencement is required unless you request permission for your degree to be awarded in absentia. Students who need to graduate in absentia must get permission by March 1, 2020.

Winter Conferral and In Absentia Graduates only:

Please mail my diploma

I will pick up my diploma

I want to get my diploma at graduation

My signature below declares my intent to graduate and adhere to all of the requirements for graduation. The graduation fee for 2019-2020 is \$200 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, 2020 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**. All requests to graduate in absentia must be submitted to the Office of the Registrar by **March 1, 2020**.
- **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 publicly available.

Signature

Date

Do not write below this line

Received Date _____

In Absentia

SGRD Entered Date _____