

University of Hawai'i at Hilo GRADUATION APPLICATION

Non-Refundable Processing Fees (subject to change):

- \$15.00
- Additional \$15.00 for Hawaiian Language Diploma

A change in the expected graduation date is possible only within the same academic year (i.e., Fall to Spring to Summer) without an additional fee. **A new application and processing fee is necessary if changes are made from one academic year to the next academic year.**

This is an addendum to the information contained in the Application for Degree/Certificate. Please keep this information for future reference.

1. Students may complete graduation requirements at the end of the fall, spring, or summer term. A December ceremony is held for summer and fall graduation candidates. A May ceremony is held for spring candidates. Please note that the commencement ceremony is different from actual degree certification and conferral. Having attended a commencement ceremony does not necessarily mean that your graduation is official and your degree is conferred.
2. Graduation applications should be submitted **ten months** before the expected completion date. Deadlines are published in the UHH Academic Calendar. Late applications will be processed for the next available graduation term.
3. Students who are certified as graduates and who do not have financial obligations at the University of Hawaii may pick up diplomas at the Office of the Registrar. The diploma distribution date is provided in your congratulations letter. Those attending the graduation ceremony are given only the diploma cover. Diplomas may also be mailed by request. The request to mail diploma form is available at the Office of the Registrar or online at: <http://hilo.hawaii.edu/registrar/forms.php>.
4. Students who have not completed all graduation requirements as expected must inform the Office of the Registrar of his/her continued interest in completing his/her program. All deficiencies and the deficiency clearance deadline will appear in STAR degree check, under "From your Advisor" as an advisor note. Students will be notified of the deficiency advisor note via their hawaii.edu email address.

NOTE: Preliminary graduation evaluations will be emailed to your hawaii.edu address

SOME FRIENDLY REMINDERS

1. Please observe the deadline of the semester for which you are applying.
2. Use a pen or type your information so that it is legible on each copy of the form.
3. After submitting the Graduation Application, verify that the Office of the Registrar has received the application by checking STAR for Students, "From your Advisor" tab, "Events & Actions". Contact the Office of the Registrar if it not posted within a week of submitting the application to the Business Office.
4. **NOTE:** Students anticipating graduation must reapply for admission if they wish to continue enrollment after graduation. If student is already registered for the term following graduation, then student status will be changed to UNCLASSIFIED GRADUATE and any WUE status students will be changed to NON-RESIDENT. Also, please be aware that Registration will not be dropped.

<u>Graduation Application Deadline</u>	<u>Priority Deadline</u>	<u>Final Deadline (NO EXCEPTIONS)</u>
Spring 2011 Graduation	October 1, 2010	January 28, 2011
Summer 2011 Graduation	April 1, 2011	June 17, 2011
Fall 2011 Graduation	April 1, 2011	September 9, 2011
Spring 2012 Graduation	October 3, 2011	January 12, 2012