

Request to Change Graduating Term

UNDERGRADUATES ONLY

Graduate students must contact the Graduate School regarding any changes to graduation date.

Student ID: _____ Phone: _____

Name: _____ Date of Birth: _____/_____/_____
PLEASE PRINT

TWU E-mail: _____

I understand that I can only roll over my application to the next available graduation term. (May to August / August to December / December to May) This is my (select one) ____first____second time to roll over my graduation application. I understand that I am permitted to roll over my graduation application no more than twice. If I want to make changes to my graduation date after my second roll over, I must withdraw my graduation application, reapply for graduation, and pay the application fee again.

I am requesting to **roll over** my:

☒ May ____ (yr) graduation application to August ____ (yr).

Select one:

- ☐ I want to roll over my completion term but still participate in the upcoming May commencement ceremony.
- ☐ I want to roll over my completion term to August and my commencement ceremony participation to December.

☒ August ____ (yr) graduation application to December ____ (yr).

Select one:

- ☐ I want to roll over my completion term but still participate in the upcoming May commencement ceremony. (Only applicable if I originally applied to participate in the May ceremony.)
- ☐ I want to roll over both my completion term and my commencement ceremony participation to December.

☒ December ____ (yr) graduation application to May ____ (yr).

Students rolling over their December graduation application to May must participate in the May ceremony.

I acknowledge that this form must be received by the Registrar's Office no later than 4 weeks prior to the end of the graduating term in order to be exempt from paying the graduation application fee again. After that deadline, to change my graduation date I must submit a Graduation Application Withdrawal Request.

Signature

*If digitally signed, form must be submitted via student's TWU e-mail address

Date