

*****Information for Graduates: Keep it for your records*****

Please read the following form. Then, complete the next page. The application form must be submitted directly to the Department of Student Retention and Services. It should NOT be used for Certificate programs. A completed application should be returned no later than the published deadline.

The formal commencement ceremony is held in May or June each year on a date announced by the University. Participation in the annual commencement ceremony is open to students who have applied to graduate. For details about the commencement ceremony, please contact us at StudentServices@potomac.edu or call 202-274-2300.

Requirements and Walk Through Policy

To be recommended for graduation by the faculty, a student must meet all degree requirements, as outlined in the University's catalog and file an Application for Graduation by the published deadlines.

Degree candidates, who have completed all graduation requirements since the previous commencement ceremony, are eligible to participate. Degree candidates who will be enrolled in their final course(s) on the date of commencement may also apply to participate in the ceremony.

Students are required to get their graduation clearance with the following departments: Academic Department and Student Finance Office. Also, **students are required to complete the graduation exit survey.**

Only students in good financial standing with the University may participate in the commencement ceremony.

Student Name on Diploma

A student's name of record includes the first name, middle initial or full middle name, and the family name. Nicknames may not be used. The university will change the name of a currently enrolled student on its official record but will require satisfactory evidence of a legal basis for the change. The diploma is awarded under the official name of record at the time of graduation and cannot be changed after the degree is awarded.

Diploma Mailing Information

Diplomas are mailed 4–8 weeks following the date of degree conferral, barring any unforeseen circumstances. Once the Office of Records and Registration receives your graduation clearance form from the Academic Department and Student Finance Office, your degree will be awarded, and your diploma will be ordered.

A diploma and official transcripts will only be issued to students who do not have a balance on their student account.

Diplomas will be mailed to the address provided on this application form. This address will overwrite your existing address in our Student Information System (SIS). If you have not received your diploma 8–12 weeks after your graduation date, please contact the Office of Records and Registration at registrar@potomac.edu. You should also check to see if you have any financial holds on your account.

Graduation with Honors

Students who complete their degree programs with high achievement graduate with honors. Students with a cumulative GPA of 3.90 or higher will be graduated Summa Cum Laude. Students with a GPA of at least 3.80 but less than 3.90 will be graduated Magna Cum Laude. Students with a GPA of at least 3.65 but less than 3.80 will be graduated Cum Laude.

Academic Regalia (Cap & Gown)

The Student & Retention Services department distributes regalia at the Washington, DC Campus at 1401 H Street NW, Suite 100, Washington, DC 20005. Once you are cleared for graduation, you will be notified when to pick up your regalia.



APPLICATION FOR GRADUATION (DEGREE CANDIDATES ONLY)

*****Submit this part of the form to the Department of Student Retention & Services*****

Your name will appear on the diploma in the following order: first name, middle name or initial and last name including suffix (if applicable). This must conform to the official name of record at the time you graduate. Indicate below how you would like your name to appear on your diploma. **PLEASE PRINT CLEARLY.**

First Name	Middle Name or Initial	Last Name	Suffix
Date of Birth	Student ID	Email	
Phone Number		Alternate Phone Number	
Address (Street and Number)		City, State, Zip Code	
Degree (Associate's, Bachelor's or Master's)		Major (e.g. Business, Information Technology etc.)	
Height	Weight	Info for Academic Regalia Order (Cap and Gown)	

Will you attend the annual University Commencement Ceremony? YES NO
(Cap and Gown will only be order for those who are participating in the Commencement Ceremony. Cost is included in the graduation application fees)

If YES, please check one of the following: I wish to attend THIS YEAR's Commencement Ceremony.
 I wish to attend NEXT YEAR's Commencement Ceremony.

By checking these boxes:

I confirm that I have read the information contained in this application, including the cover page, and acknowledge that the information I have provided here is correct. I will submit the completed application to the **Department of Student Retention and Services** by the appropriate deadline.

I grant permission to UOTP for the use of the photograph(s) or electronic media images as identified below in any presentation of any and all kind whatsoever. I understand that I may revoke this authorization at any time by notifying UOTP in writing. The revocation will not affect any actions taken before the receipt of this written notification.

Student Signature _____ Date _____

Office Use Only

Clearance: Student Finance Academics Registrar

Student Services: _____ Date: _____
Printed Name/Signature

Comments:

