

## Instructions for Completing the Undergraduate Graduation Application

### Who should apply for graduation?

- All undergraduate students must apply for graduation in order to earn a degree from Augsburg.

### When should students apply for graduation?

- Applications should be filed approximately one year prior to the completion of all requirements.
- Students should not apply for graduation more than one year in advance of completing all requirements
- All students planning to participate in the spring commencement ceremony must apply for graduation before the end of the preceding fall term.

### How do students apply for graduation?

- Fill out the top section of the form, making sure to sign the application and indicate when you plan to complete your degree requirements
- Present the graduation application to your faculty adviser for a review of remaining major requirements and graduation skill requirements. If your faculty adviser is on sabbatical, another faculty member from your major department can sign your application.
- Drop off the signed application at the Enrollment Center, or mail it to:  
Registrar's Office  
Campus Box 71  
2211 Riverside Ave  
Minneapolis MN 55454
- The registrar's office will print an audit of your Core Curriculum requirements on the reverse side of your application.
- A copy of the completed application will be mailed to you and to your faculty adviser.

### Does a completed graduation application guarantee that a student is approved to participate in commencement?

- No. Though you must have a graduation application on file in order to march in commencement, eligibility for the ceremony is not determined until after the fall term.
- In order to participate in the spring commencement ceremony, students must be within three requirements of graduation at the end of spring semester or spring trimester.

If you have any questions about the graduation application process, contact the registrar's office at [registrar@augsborg.edu](mailto:registrar@augsborg.edu), or by phone at 612-330-1036.

# AUGSBURG COLLEGE

## Undergraduate Graduation Application

Date received in registrar's office

Print your name as you would like it to appear on your diploma

**Student ID Number**

\_\_\_\_\_  
 First Middle Last

Please list my hometown and state/country in the commencement program as: \_\_\_\_\_

If you are from outside the United States, would you like your home country's flag flown in the ceremony? Yes No

**Degree Type**

- Bachelor of Arts
- Bachelor of Science
- Bachelor of Music

**Calendar year and term when all degree requirements will be completed**

- |                      |   |   |   |
|----------------------|---|---|---|
| Year                 | <input type="checkbox"/> Fall Semester    | <input type="checkbox"/> Fall Trimester   | <input type="checkbox"/> Summer Session 1 |
| <input type="text"/> | <input type="checkbox"/> Spring Semester  | <input type="checkbox"/> Winter Trimester | <input type="checkbox"/> Summer Session 2 |
|                      | <input type="checkbox"/> Spring Trimester |   |   |

**Major:** \_\_\_\_\_ **Concentration (if applicable):** \_\_\_\_\_

**Minor(s):** \_\_\_\_\_

**Other majors** (a separate application is required for each major): \_\_\_\_\_

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

**Major Requirements and Graduation Skills (to be completed by faculty adviser)**

Faculty advisers: Please list all remaining major requirements by course number, including courses in progress. Remember to include classes that are needed for the graduation skill requirements.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Signature of adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser phone

\_\_\_\_\_  
Campus box #

**\*\*\* For Registrar's Office Use Only \*\*\***

Registrar's Office phone: 612-330-1036	Registrar's Office signature _____	Date _____
Degree Date _____	Date degree noted on transcript _____	
Graduation Honors _____		

*\*A Core Curriculum audit will be printed on the other side of this page after the application has been reviewed.*