

Saint Louis University – Madrid Campus
Petition for
Late Application for Graduation

Form
#33

Section 1
Student

Student Name

Student ID

Primary Program/Major

Total Earned Hours

Section 2
Semester

Semester (fall/spring/summer and year) _____

I have verified my Degree, Major(s), Concentrations(s) and Minor(s) are accurate in mySLU for the above semester.

Section 2
Diploma

Print your name exactly as it you would like it to appear on your Diploma.

Diploma Mailing Address:

Section 3
Justification

State in clear and concise sentences why a *Petition for Late Application for Graduation* is being submitted.

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Section 4
Acknowledgements

I understand and acknowledge that:

- * Applying late may cause conferral of my degree to be delayed.
- * Applying late may cause the availability of my diploma to be delayed.
- * Applying late may cause my name and degree to not be listed in the December Commencement program or the May Pre-commencement program.
- * Saint Louis University will award a degree if all requirements are met prior to the published semester/term conferral dates.
- * The awarding of a degree will be deferred to the next published conferral date if any requirements are fulfilled by a course that either begins or ends after the published conferral date.
- * The one exception is, per the Incomplete Course policy, courses with approved extensions for a graduating student must be completed and graded within 30 calendar days of the published conferral date.

Student Signature

Date

Section 5
Approval

Dean/Director Name

Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student acknowledges policies related to a late graduation application, section 4.
3. Student submits petition to their College/School/Center for Dean/Director approval, section 5.
4. College/School/Center submits approved petition to the Office of the University Registrar.
5. Office of the University Registrar records the graduation application on the student's record.