

WINONA

STATE UNIVERSITY

APPLICATION FOR GRADUATION FORM

PLEASE FOLLOW THESE INSTRUCTIONS TO ASSURE A RAPID AND ACCURATE EVALUATION OF YOUR GRADUATION STATUS BY THE REGISTRAR'S OFFICE. DIRECT ANY INQUIRIES REGARDING YOUR APPLICATION TO SANDY BENNING OR LORI BESELER, WARRIOR HUB, MAXWELL HALL.

The completion of your graduation requirements and your approval to graduate will be based on the courses listed on this application and the successful completion of these courses. Application must be made no later than two semesters prior to the expected graduation semester. A minimum of 4-6 weeks must be allowed for processing your application. All applications are processed in the order in which they are returned to the Registrar's Office.

Please complete the form on line, print, and submit the printed form to the Registrar's Office. List all of the courses in which you are currently enrolled and all those you plan to complete at WSU and/or at other institutions prior to graduation. Please list the department and three digit course number. Indicate any courses you plan to Repeat on this application. Failure to do so may result in incorrect credit totals at the time of graduation. You are responsible for assuring repeats are processed by reviewing your DARS and academic record. Repeats are processed after grades have been entered at the end of the term. You must be enrolled at WSU the semester that you graduate to meet the residency requirement.

If you change your enrollment from the courses listed (drop, add, withdraw or register for courses other than what is listed on this form) please make the necessary changes on this form. **If you change your name, local or permanent address or phone number in the Registrar's Office, you must also make the changes on this application.**

Incomplete grades and transfer credits must be received by the Registrar's Office four weeks after the last day of finals or your graduation date will be moved to the next semester.

For information on commencement and/or graduation honors, please visit our website at www.winona.edu/registrar.

When you have completed course requirements for graduation, the University Communications department will send one news release announcing your graduation to your hometown newspaper. The newspaper is determined by the city listed as your Permanent Address in the Registrar's Office. Please be sure that your permanent address is accurate.

PLEASE NOTE: There is a FALL SEMESTER COMMENCEMENT CEREMONY held in December and a SPRING COMMENCEMENT CEREMONY held in May. Students completing all degree requirements at the end of Fall Semester will attend the Fall Commencement ceremony. Students completing all degree requirements at the end of Spring Semester will attend the Spring Commencement ceremony. Students completing all degree requirements at the end of summer have the option to participate in the previous Spring Commencement ceremony or the following Fall Commencement ceremony. Participation in a commencement ceremony does not imply a student has completed all of their requirements to earn their degree.