



Graduation Application Deadline Appeal Form

Application for graduation from undergraduate programs are accepted online until Oct 1st (Fall), Mar 1st (Spring), or June 1st (Summer). Appeals to the application deadline are accepted at the Office of Admissions & Records until the last day of the graduation term.

Instructions:

1. If you fail to meet the graduation application deadline for the semester in which you will complete your graduation requirements, you may submit this appeal at the Office of Admissions and Records. When the form is processed (within 10 working days), the \$95 application fee will show as due in your MyNEVADA. After the fee appears, you will have 3 days to pay it before a hold will be placed on your account.
2. Before submitting this form, review your Academic Advising Report with your academic advisor. **Your Advising Report must show all requirements complete with in-progress work.**
3. If, after grades are posted at the end of the current semester, your Academic Advising Report shows all requirements satisfied, your degree will be posted on your transcript, and your diploma will be mailed to you.
4. If, after grades are posted at the end of the current semester, your Academic Advising Report is NOT complete, no degree will be posted. In that case, you must submit another application for graduation for the term in which you will complete all requirements.
5. **Your name will not appear in any graduation publications (the graduation program or newspaper listing of graduates) if your appeal is received after the application deadline for the term in which you plan to graduate.**
6. Graduation ceremonies are conducted in May and December, and you may opt to participate in either one of these ceremonies.
7. If you have undergraduate registration for a future term at the time you submit this appeal, it will be cancelled unless you also submit a new application for admission as either a graduate special or a second baccalaureate student.

Name _____ NSHE ID _____

Signature _____ Date _____

Required Information:

1. I will complete the requirements for the _____ degree(s)/major(s) in May 20____, August 20____, December 20____.
2. I will participate in the graduation ceremony: Not at all____, in May 20____, in December 20____.
3. All of the requirements on my Academic Advising Report are complete pending successful completion of the coursework in which I am currently enrolled. Initial _____
4. I understand that my name will not appear in ANY graduation publications if this appeal is received after the application deadline. Initial _____
5. I understand that if I do not graduate at the end of the current term, I must submit a new graduation application for the term in which I will complete all requirements. I understand that the graduation application fee is due with each submission. Initial _____
6. I understand that my undergraduate registration for future term(s) will be cancelled when this form is processed unless I have also submitted a new application for admission as either a graduate special or a second baccalaureate student. Initial _____

For Office Use Only Approved Evaluator _____ Date _____
 Denied