



Application for Graduation

CONTACT INFORMATION

Name as it should appear on diploma: _____

First

Middle

Last

Student ID (885#): _____

Degree to be awarded: _____

Diploma Mailing Address: _____

Please confirm your attendance at Commencement: I will be attending I have received permission to graduate in absentia

NAME FOR DIPLOMA & COMMENCEMENT BOOKLET

The name that will be printed on your diploma and in the Commencement booklet must match what is listed in **Banner Student Self-Service**. If you are in need of a name change, please do the following:

- Submit a name change request form with supporting documentation to the Office of the Registrar.
- Requests for name changes are due no later than the application for graduation deadline.

*Please note: Name Change Request form and legal documentation **MUST** be on file before a name change will be honored [i.e.: marriage certificate, name change/divorce decree, etc.].*

PARTICIPATION IN COMMENCEMENT

Participation in Commencement is encouraged. If you are unable to attend, you must submit a petition to the Academic Dean of your college to graduate in absentia. **Upon approval, the college will notify the Office of the Registrar of your absence at the ceremony.**

Please note: Diplomas are given out at the Commencement ceremony. If you are approved to graduate in absentia, then your diploma may be picked up in the Office of the Registrar or mailed to you. Students who participate in the ceremony on the Knoxville campus will have their diplomas mailed to them which may take up to four weeks for delivery.

Please remember to:

- Clear any holds **PRIOR** to the Commencement ceremony. Diplomas will not be issued to students with holds on their academic record.
- Check name in Banner Student Self-Service for diploma order

SIGNATURE: _____ DATE: _____