



Application for Graduation

This form must be submitted to your academic department/unit no later than the deadline published in the Academic Calendar during the semester you wish to graduate. Some departments/units may have earlier deadlines. The academic department must deliver or send the application through campus mail to the Registration and Records Office located in room 115 of the Administrative Center, or fax the application to 816-235-5513.

Name: _____ Student Number: _____

Name as you want it to appear on your diploma (if different): _____

Mail diploma to this address: _____

City, State, Zip: _____

UMKC E-mail Address: _____ Phone: _____

Semester of graduation: Fall Spring Summer Year of Graduation: _____

Undergraduate students only: check here if you will not be enrolled in UMKC coursework during the term you are applying to graduate.

Student Signature: *(required)* _____ Date: _____

Indicate the degree(s) you are applying to receive:

Undergraduate Level Degrees

Bachelor of: _____

Plan/Major 1: _____

Sub-Plan/Emphasis 1: _____

Plan/Major 2: _____

Sub-Plan/Emphasis 2: _____

2nd Bachelor (if applicable): _____

Plan/Major: _____

Sub-Plan/Emphasis: _____

Minor: _____

Professional Level Degrees

Doctor of Dental Surgery, DDS

Doctor of Medicine, MD

Juris Doctor, JD

Doctor of Pharmacy, PHARM.D

Graduate Level Degrees (check one box and then indicate your major and emphasis area for that degree)

Certificate Program: _____

Master of: _____

Education Specialist (EdSp)

Plan/Major: _____

Sub-plan/Emphasis: _____

Doctoral Level Degrees

Interdisciplinary PhD

Discipline 1: _____

Discipline 2: _____

(Discipline 3): _____

PhD

DMA

EdD

DNP

Plan/Major: _____

Sub-plan/Emphasis: _____

Department Signature: _____

Date: _____

Commencement information will be sent to applicants for graduation approximately 6 to 8 weeks into the final semester. Summer graduates may participate in commencement ceremonies with Fall semester graduates. Additional commencement information is available at: www.umkc.edu/commencement.

Diplomas may be picked up in the Registration & Records Office 40 days after final exams. Diplomas not picked up will be mailed 55 days after final exams. Call (816) 235-1125 if you have any questions about diplomas.

For Office Use:

Date Received in R&R: _____

Processed in R&R by: _____

Notes:

Instructions for Completing the UMKC Application for Graduation form

Complete this application for graduation with the assistance of your advisor and turn it in to your academic department/unit or student services office (listing below). The deadline to apply each semester is published on the academic calendar on the Registration & Records office Web site: www.umkc.edu/registrar/aca.asp. Applications for graduation that are received AFTER the deadline for applying for any given semester may not be processed until the following semester. Consult the Registration and Enrollment Guide or the UMKC Registration & Records' Web site for filing deadlines.

Degrees are awarded only after all degree requirements are on file in the Registration & Records Office. In the event that all degree requirements are not completed prior to the first day of the next semester, the degree will not be awarded for the semester indicated on the application. **In this case, a new application for graduation is required for the semester in which the student anticipates graduation, signed and dated by the student.** Graduate student degrees will be awarded only if an approved Program of Study and any authorized changes is on file in the Registration & Records Office. You can initiate these in your department or with your principal graduate advisor.

UMKC does not charge a graduation or diploma fee. One diploma will be printed free of charge for all degree recipients. Commencement activities require proper attire which may involve a fee.

If your last name printed on this application does not exactly match the last name on file in your official record, please submit a name change form with proper identification to the Registration & Records Office. Print first name, middle name and last name in that order. If your name includes Jr., III or any other designation, it is your option to include that designation if you want it to appear on your diploma.

Bachelor Of: may be completed from the following list: Arts, Business Administration, Fine Arts, Liberal Arts, Music, Music Education, Science, Science in Dental Hygiene, Science in Nursing, or Science in Pharmacy.

Master Of: may be completed from the following list: Arts, Business Administration, Fine Arts, Laws, Liberal Arts, Music, Music Education, Public Administration, Science, Science in Nursing, or Social Work.

Major, Emphasis Area, and Discipline: consult your advisor or student services representative for a list of approved majors and emphasis areas.

Undergraduate Level Degrees:

- **Double Majors:** (Major 1 and Major 2 fields) all requirements for both majors must be met according to the guidelines set forth in the UMKC General Catalog. Students who seek a double major need only enough total credit hours to satisfy each bachelor's degree if considered separately.
- **Double Degrees:** (2nd Bachelors if applicable field) all requirements for both degrees must be met according to the guidelines set forth in the UMKC General Catalog. Students who seek a double degree need at least 30 credit hours above the minimum total credit hours necessary to satisfy the primary degree program. Consult the catalog and your advisor for details.
- **Minor:** consult your student services representative for a list of approved minors. If your minor is in a different academic department/unit than your major, you need to submit a copy of the Application for Graduation to both offices.

CONTACT THE FOLLOWING OFFICES FOR ASSISTANCE

College of Arts and Sciences

9 Scofield Hall, 816-235-1148

School of Biological Sciences

Undergrad: 13 BSB, 816-235-2580

Grad: 109 BSB, 816-235-1388

Bloch School of Bus. & Public Admin.

115 Bloch, 816-235-2215

School of Computing and Engineering

Electrical and Computer Engineering:

546 Flarsheim Hall, 816-235-1193

Civil and Mechanical Engineering:

352 Flarsheim Hall, 816-235-5550

Conservatory of Music and Dance

Undergrad: 138 Grant Hall, 816-235-2899

Grad: 138 Grant Hall, 816-235-2959

School of Dentistry

420 Dental School, 816-235-2080

School of Education

129 Education, 816-235-2234

Interdisciplinary PhD

Office of Graduate Studies:

300F Administrative Center, 816-235-1301

School of Law

1-200 Law School, 816-235-1644

School of Medicine

MD: 816-235-1900

Grad: 816-235-5249

School of Nursing

1410 Health Sciences Building, 2464

Charlotte, 816-235-1700

School of Pharmacy

1219 Health Sciences Building, 2464

Charlotte, 816-235-1613