

**PART I LATE PETITION FOR GRADUATION POLICY ACKNOWLEDGEMENTS and FEES**

Students may choose to defer graduation until the following quarter/semester and must apply through MyBenU by the deadline for that quarter/semester if they do not wish to complete this petition and pay the \$150 late fee.

I understand that

Your completed Academic Requirements Report/checklist/curriculum planner must be included for your petition to be considered with advisor (or dept designee) signature.

Applying after the late graduation application deadline will incur a \$150 non-refundable, one-time late fee in addition to the graduation application fee, even if I do not meet the graduation requirements for that term.

The graduation application fee and the late fee will be due to the Business Office within 7 days after the fees are posted to my account. After 7 days, a hold will be placed on my account.

All communication regarding graduation will be sent to my **BenU email account**.

Applying late may cause review of my final degree audit to be delayed.

My degree will not be conferred if all requirements are not met prior to the end of the term I have selected to graduate.

Applying late may cause my name and degree not to be listed in the Commencement Program.

Applying late may cause the availability of my diploma to be delayed.

This form cannot be accepted if received after the end of the term (as indicated on the academic calendar) I have selected to graduate.

No changes are allowed to my record after my degree has been conferred.

All changes to my major, minor, concentration, certificate, or emphasis must be made prior to my final term.

PLEASE NOTE THE FOLLOWING GRADUATION APPLICATION FEES: <ul style="list-style-type: none"> <li>Certificate recipients—\$30 per certificate</li> <li>Associate, Bachelor’s, and Master’s degree recipients—\$145</li> <li>Doctoral degree recipients—\$205</li> </ul>	<b>LATE FEE IN ADDITION TO ALL GRADUATION APPLICATION FEES</b> <b>\$150</b> <i>(this is a non-refundable, one-time fee)</i>
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**PART II GENERAL INFORMATION**

*Fill in your name, BenU ID #, and a permanent mailing address for your diploma. To change this information, please complete the Change of Student Information Form found on the Registrar’s website: <https://ben.edu/academics/registrar/>*

First Name	Middle	Last Name	BenU ID#
Street Address/Apt #	City	State	Zip Code
Home Phone Number	Cell Phone Number		

**PART III DEGREE AND TERM INFORMATION**

**Undergraduate Students:** *Please check the degree/certificate and date for which you are applying*

<b>Associate Degree</b>	<b>Bachelor’s Degree</b>	<b>Undergraduate Certificate</b>
<i>Graduation Term</i> 20____	Fall                  Spring	Summer

**Graduate Students:** *Please check the degree/certificate and date for which you are applying*

<b>Master’s Degree</b>	<b>Doctoral Degree</b>	<b>Graduate Certificate</b>
<i>Graduation Term</i> 20____	Fall                  Winter	Spring                  Summer

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**PART IV SPECIFIC DEGREE INFORMATION**

*Please fill in the appropriate degree program, concentration, primary/secondary major, minor, and/or certificate.  
This information cannot be changed after your final term has started.*

**BACHELOR'S APPLICANTS**

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Primary Major and Concentration (if any)	Secondary Major and Concentration (if any)	Minor (if any)
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**ASSOCIATE, MASTER'S, OR DOCTORAL APPLICANTS**

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Degree Program	Concentration (if any)
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**CERTIFICATE APPLICANTS**

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Please state the specific certificate(s) you are applying for

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**PART V SIGNATURE**

*Please sign below either in pen or with a digitally verified signature*

I have read the content of this form and state that the information I have provided herein is correct.

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<b>Student's Signature (required)</b>	<b>Date</b>
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**PART VI ADVISOR SIGNATURE**

*Please sign below either in pen or with a digitally verified signature*

I have reviewed this student's audit and confirm that based on the initial audit this student can still potentially graduate at the end of this semester. **The completed audit must be sent with this petition.** Signed form and audit may also be emailed to registrars@ben.edu

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<b>Advisor OR Department Chair OR Program Director OR Associate Dean Signature (required)</b>	<b>Date</b>
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**PART VII PROCESSING**

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<b>Registrar's Office Representative's Signature</b>	<b>Date</b>
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