

Petition to Graduate (PTG) Timeline for Students Spring 2017

PTG Processes	Dates & Timelines	E-mail Contact
Student deadline to submit PTG to Advisor*	Friday, February 17, 2017	Advising@hpu.edu
Deadline for Advisors to submit PTG to Registrar's Office	Tuesday, March 07, 2017	Advising@hpu.edu
PTG received at Registrar's Office confirmation e-mail sent to student (@my.hpu.edu)**	February 20 – March 16, 2017	Student HPU e-mail (@my.hpu.edu)
PTGs prepared for Dean's Review & Approval	March 08 – 15, 2017	PTG@hpu.edu
Dean's PTG Review Period	March 16 – 31, 2017	PTG@hpu.edu
Deadline to have printed name appear in Commencement Program	Thursday, April 06, 2017	PTG@hpu.edu
Approved PTG e-mail sent to student (@my.hpu.edu)**	March 16 – April 06, 2017	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony	Thursday, May 11, 2017 (Tentative)	Commencement@hpu.edu
Degree Conferral/Award Period	May 15, 2017 – June 23, 2017	PTG@hpu.edu
Degree Awarded or Unable to Award Degree e-mail sent to student (@my.hpu.edu) **	June 12 – 23, 2017	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing & Delivery	June 26 – 30, 2017	PTG@hpu.edu

*PTG - Petition to Graduate

**All e-mail correspondence from students must originate from student's HPU e-mail address (@my.hpu.edu)

HAWAI'I PACIFIC UNIVERSITY
 1164 BISHOP STREET, SUITE 216
 HONOLULU, HAWAI'I 96813-2882
 PHONE: (808) 544-0239
 EMAIL: registrar@hpu.edu

**PETITION TO GRADUATE
 (GRADUATION APPLICATION)**



OFFICE USE ONLY

DATE RECEIVED _____

HONORS ESTIMATE _____

CURRENT ADDRESS:

Student No. @ _____

Family Name _____ First _____ Middle _____

Street _____ Apt. No. _____

City _____ State _____ ZIP Code _____

Home Phone _____

Work Phone _____

E-mail _____

CAMPUS: Downtown - Honolulu Hawaii'i Loa - Kāne'ohe

Military Campus _____ VET Yes No

MIL SVC _____ Warrant Officer ENL

Advisor _____

Address to mail diploma,* if different from the address given above:

NAME _____

STREET _____

CITY/STATE/ZIP _____

COUNTRY _____

* Diplomas are mailed approximately two months after you finish your last class(es).

I plan to complete degree requirements: _____ MONTH _____ YEAR

I plan to attend the ceremony: December, 20 _____ May, 20 _____

I do not plan to attend the ceremony.

NAME ON DIPLOMA AND COMMENCEMENT PROGRAM: Please use the space below to type or clearly print the correct order (first, middle, last) of your legal name for diploma and commencement program:

LEGAL NAME HERE

DEGREE INFORMATION: The degree I am completing is (check one only, complete another petition if you are petitioning for more than one degree):

- Associate in Supervisory Leadership
- Associate of Science in _____
- Associate of Arts in _____
- Bachelor of Science in Business Administration
- Major(s) _____
- Bachelor of Arts, Major(s) _____
- Bachelor of Science in Nursing
- Bachelor of Education _____
- Bachelor of Science, Major(s) _____
- Bachelor of Social Work
- Master of Business Administration
- Conc(s) _____
- Master of Education _____
- Master of Social Work
- Master of Arts in _____
- Master of Science in _____
- Minor attached to Bachelor degree _____

Check Appropriate Boxes: I am enrolled in the following course(s) in the _____ Term/Semester, 20 _____

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Check Appropriate Boxes: I am enrolled in the following course(s) in the _____ Term/Semester, 20 _____

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

In addition to the courses listed above, I need a passing grade in the following courses:

Course _____ Term _____

Course _____ Term _____

I acknowledge I must complete the above courses with a passing grade and resolve any incomplete grades.

STUDENT SIGNATURE _____

DATE _____

REQUIRED APPROVALS: _____
 FOR COMPLETION _____

APPROVED
 DISAPPROVED

COMMENTS: _____

Signature _____ Date _____

APPROVED
 DISAPPROVED

COMMENTS: _____

Signature _____ Date _____

