

Are you completing all of your program requirements by the end of Fall 2017 or Winter 2017? If so, the deadline to submit your Petition to Graduate (PTG) is **Monday, September 25th, 2017.**

Please Note: *You are required* to submit a PTG whether or not you plan to participate in the Fall Commencement ceremony on Thursday, December 14, 2017.

**** For a complete list of deadlines and contact information [PTG Timeline for Students.](#)**

The PTG Process:

1. Review the PTG Timeline and Complete the PTG form available [here](#). Print the form after entering your personal information. **Please note that digital signatures cannot be accepted.**
2. Please refer to the information below to determine where to submit your completed PTG form.
3. Once the PTG form is approved and signed by your academic advisor, it is submitted to the Registrar's Office for processing.
4. A confirmation of receipt will be sent to your HPU email account within 5-7 business days of your PTG's arrival at the Registrar's Office.

Key Offices and PTG Information:

- Academic Advising – advising@hpu.edu; (808) 544-1198, UB 123. Advisors conduct the academic audit of your degree requirements.
- University Relations handles the ceremony exercises. For more information about the commencement ceremony and related deadlines, please visit: www.hpu.edu/graduation or commencement@hpu.edu
- Financial Aid Office - financialaid@hpu.edu; (808) 544-0253, UB 201.
- Registrar's Office - ptg@hpu.edu; (808) 544-9383, UB 216.
- Business Office – An account balance hold does not prevent a student from submitting a PTG but it will stop HPU from issuing your diploma and transcripts until the hold is resolved. If you have an account balance hold on your record, please contact the Business Office at businessoffice@hpu.edu or 808-356-5272 to make arrangements to clear the hold.

Main Campus Students

Undergraduate Students:

To complete this process, drop off your completed PTG form to either your academic advisor's office or the Academic Advising Office (UB 123) for processing. If there are any concerns, your advisor will contact you.

You may also schedule an appointment with your academic advisor by contacting the Academic Advising Office at (808) 544-1198, visit UB 123 on the Downtown Campus, or through our [Online appointment](#) system.

Graduate Students:

Graduate students should follow the procedures for your degree program described below. While a meeting with your advisor is not required, if you are in need of academic advising, please contact your graduate coordinator or faculty advisor directly or the Downtown Campus Academic Advising Center at (808) 544-1198 for assistance.

- **COLLEGE OF BUSINESS** degrees: After completing the PTG form, please return the form to the appropriate program administrator listed below either in person at the COB Office, located at 900 Fort Street, Suite 600 (PL Building, 6th Floor), or email it to your designated program administrator:
 - MBA Programs (mbaprograms@hpu.edu)
Master of Business Administration (MBA)
 - Lei Ana E. Green (lgreen@hpu.edu)
Master of Arts in Human Resource Management (MAHRM)
Master of Arts in Organizational Development (MAOC)
Master of Arts in Organization Development and Change (MAODC)
Master of Science in Information Systems (MSIS)
Professional/Graduate Certificates
 - **EDUCATION** majors: Please submit your PTG form to Mani Sehgal at msehgal@hpu.edu.
 - **MARINE SCIENCE** majors: Please contact Melissa Eyre (meyre@hpu.edu) at Oceanic Institute to start your PTG process.
 - **NURSING** majors: Please submit your PTG form to your Faculty Advisor, Michelle Johnson in person or at mjohnson@hpu.edu.
 - **SOCIAL WORK** majors: Please submit your PTG form to your Program Director, Peter Mataira, Ph.D. in person or at pmataira@hpu.edu.
 - **ALL OTHER** majors: If you are not in a program listed above, please submit your completed PTG form to the Downtown Campus Academic Advising Center (UB 123) in person or at advising@hpu.edu
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College of Extended and Interdisciplinary Education/College of Business On-base and Online Students

- Please submit your PTG forms as follows –
 - Main Campus CEIE Students – yvance@hpu.edu
 - Hickam/Air Force Students – hickam@hpu.edu
 - Pearl Harbor/Navy Students – pearl@hpu.edu
 - Kaneohe/Camp Smith Students – kaneohe@hpu.edu
 - Schofield/Tripler Student – schofield@hpu.edu
 - Off-Island Active Duty Army Students – goarmyed@hpu.edu

Students can also schedule appointments with the appropriate advisor using Gen Book at the following link: [MCP Advisor Gen Book Page](#)