

Petition to Graduate (PTG) Timeline for Students Fall 2017

PTG Processes	Dates & Timelines	E-mail Contact
Student deadline to submit PTG to Advisor	Monday, Sept. 25, 2017	Advising@hpu.edu
Deadline for Advisors to submit PTG to Registrar's Office	Tuesday, October 10, 2017	Advising@hpu.edu
PTG received at Registrar's Office confirmation e-mail sent to student	September 26 – October 18, 2017	Student HPU e-mail (@my.hpu.edu)
PTGs prepared for Dean's Review & Approval	October 11-17, 2017	PTG@hpu.edu
Dean's PTG Review Period	Oct. 18 - Nov. 01, 2017	PTG@hpu.edu
Deadline to have printed name appear in Commencement Program	Tuesday, November 07, 2017	PTG@hpu.edu
Approved PTG e-mail sent to student	Oct. 18 - Nov. 10, 2017	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony	Thursday, Dec. 14, 2017	Commencement@hpu.edu
Degree Conferral/Award Period *	Dec. 18, 2017 – Jan. 19, 2018	PTG@hpu.edu
Degree Awarded or Unable to Award Degree e-mail sent to student	January 8-19, 2018	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing	January 22-31, 2018	PTG@hpu.edu

* Please note: the University will be closed from December 25- January 01, 2018

HAWAII PACIFIC UNIVERSITY

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HONOLULU, HAWAII 96813-2882
PHONE: (808) 544-0239
EMAIL: ptg@hpu.edu

**PETITION TO GRADUATE
(GRADUATION APPLICATION)**



OFFICE USE ONLY

HONORS POINT AVERAGE _____

HONORS ESTIMATE _____

CURRENT ADDRESS:

Student No. @ _____
Last Name _____ First _____ Middle _____
Street _____ Apt. No. _____
City _____ State _____ ZIP Code _____

Home Phone _____

Work Phone _____

HPU E-mail _____@my.hpu.edu

CAMPUS: Downtown - Honolulu Hawaii Loa - Kane'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 the full term in which you finish your last course(s).

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.

DEGREE INFORMATION:

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

- Associate of Arts in _____
- Associate of Science in _____
- Bachelor of Science in Business Administration
Conc(s) _____
- Bachelor of Arts, Major(s) _____
- Bachelor of Science in Nursing
- Bachelor of Education _____
- Bachelor of Science, Major(s) _____
- Bachelor of Social Work
- Bachelor of Science in Public Health
- Bachelor in Public Administration
- 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's degree** _____

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

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

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

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

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

In addition to the course(s) listed above, I need a passing grade in the following course(s):

Course _____ Term _____

Course _____ Term _____

I acknowledge I must complete the above course(s) with a passing grade and resolve any incomplete grades.

STUDENT SIGNATURE _____

(Digital signatures not accepted)

DATE _____

REQUIRED APPROVALS:
FOR COMPLETION

ADVISOR

- APPROVED
- DISAPPROVED

COMMENTS: _____

Signature _____ Date _____

DEAN /

**DEPARTMENT
CHAIR**

- APPROVED
- DISAPPROVED

COMMENTS: _____

Signature _____ Date _____