

## Petition to Graduate (PTG) Timeline for Students Fall / Winter 2020

PTG Process	Dates & Timelines	E-mail Contact
Early bird deadline to submit PTG to Advisor <ul style="list-style-type: none"> <li>• <b>Ensure timely processing of PTG, and student name will be printed in Commencement Ceremony program if attending ceremony</b></li> </ul>	Friday, August 7, 2020	<a href="#">Faculty Advisor</a>
Student deadline to submit <b>late</b> PTG to Advisor to have name included in the Commencement Ceremony program <ul style="list-style-type: none"> <li>• <b>PTGs submitted <i>after</i> this date will incur a \$25 late fee and name <u>will not</u> appear in the program</b></li> </ul>	Friday, August 28, 2020	<a href="#">Faculty Advisor</a>
Student final deadline to submit <b>late</b> PTG to Advisor to have PTG processed for Fall or Winter 2020 conferral <ul style="list-style-type: none"> <li>• <b>PTGs submitted <i>after</i> this date <u>will not</u> be processed for Fall / Winter 2020 conferral but will be deferred to Spring 2021 conferral</b></li> </ul>	Friday, September 18, 2020	<a href="#">Faculty Advisor</a>
PTG received by Registrar's Office e-mail confirmation sent to student	As received by Registrar's Office	Student HPU e-mail (@my.hpu.edu)
Registrar's Office processes PTGs	July 20 – October 23, 2020	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
PTG Reviewed confirmation e-mail sent to student	October 23 – December 2, 2020	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony	Saturday, December 12, 2020	<a href="mailto:Commencement@hpu.edu">Commencement@hpu.edu</a>
Degree Conferral Period *	December 15, 2020 – February 4, 2021	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Degree Awarded or Non-Conferral of Degree e-mail sent to student	December 15, 2020 – March 4, 2021	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing and Shipping	February 15 – March 29, 2021	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>

\*Please Note: The University will be closed December 25, 2020 – January 1, 2021 for winter break

**HAWAI'I PACIFIC UNIVERSITY**

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 EMAIL: ptg@hpu.edu

**PETITION TO GRADUATE  
 (GRADUATION APPLICATION)**
**REGISTRAR USE ONLY**

Date Rcvd:	Late Fee Assessed:
Est. HPA:	Est. Honors:
DO:	GC:
Holds:	Rwvd by:
CGPA:	Final Honors:
DO Address:	Date Conferred:
Conferral Processed by:	

**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

Active Military \_\_\_\_\_ Veteran \_\_\_\_\_

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.

**NAME ON DIPLOMA AND COMMENCEMENT PROGRAM:** Please use the space below to type or clearly print the correct order (first, middle, last) of how you want your name to appear on your diploma and in the commencement program. If name provided does not match our records, additional documentation will be requested:

**NAME HERE**

I am planning to register 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.

I am planning to register in the following course(s)

in the \_\_\_\_\_ Term, 20\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

**Important:** By signing the PTG, you acknowledge the following statement. Diplomas will not be released to students who have financial obligations to HPU. The University is not responsible for undeliverable diplomas. Once the diploma is shipped, it is the responsibility of the shipping/delivery company (DHL, USPS, etc.). Lost/misdirected and/or damaged diplomas may result in having to request and pay for additional diplomas.

**STUDENT SIGNATURE** \_\_\_\_\_

(Digital signatures not accepted)

**DATE** \_\_\_\_\_**ADVISOR COMMENTS:****ADVISOR PRINTED NAME****ADVISOR SIGNATURE****Date**