

Petition to Graduate (PTG) Timeline for Students Spring / Summer 2019

PTG Processes	Dates & Timelines	E-mail Contact
Student deadline to submit PTG to Advisor	Friday, February 15, 2019	Advising@hpu.edu
Deadline for Advisors to submit PTG to Registrar's Office	Friday, March 04, 2019	Advising@hpu.edu
PTG received at Registrar's Office confirmation e-mail sent to student	March 04, 2019 – March 15, 2019	Student HPU e-mail (@my.hpu.edu)
PTGs prepared for Dean's Review & Approval	March 04 - March 15, 2019	PTG@hpu.edu
Dean's PTG Review Period	March 15 - April 05, 2019	PTG@hpu.edu
Deadline to have printed name appear in Commencement Program	Friday, April 05, 2019	PTG@hpu.edu
Approved PTG e-mail sent to student	March 15 – April 12, 2019	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony	Thursday, May 09, 2019	Commencement@hpu.edu
Degree Conferral/Award Period	May 13, 2019 – July 15, 2019 (Spring) August 26, 2019 – Oct 15, 2019 (Summer)	PTG@hpu.edu
Degree Awarded or Unable to Award Degree e-mail sent to student	July 5 - 15, 2019 (Spring) October 5 – 15, 2019 (Summer)	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing	July 18- August 29, 2019 (Spring) October 15 – Nov 19, 2019 (Summer)	PTG@hpu.edu

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 1164 BISHOP STREET, SUITE 216
 HONOLULU, HAWAI'I 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 Hawai'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 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 Public Health
- 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.

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 _____ **DATE** _____
 (Digital signatures not accepted)

REQUIRED APPROVALS:
 FOR COMPLETION

ADVISOR APPROVED
 DISAPPROVED

**DEAN /
 DEPARTMENT
 CHAIR** APPROVED
 DISAPPROVED

COMMENTS: _____

 Signature _____ Date _____

COMMENTS: _____

 Signature _____ Date _____