

Petition to Graduate (PTG) Timeline for Students Fall / Winter 2019

PTG Processes	Dates & Timelines	E-mail Contact
Student deadline to submit PTG to Advisor	Monday, July 15, 2019	Advising@hpu.edu
Last day to submit late PTG to have name listed in Commencement Ceremony Program	Friday, August 30, 2019	Advising@hpu.edu
Final day to submit late PTG for Fall / Winter 2019 degree conferral. PTGs submitted after this date will be processed for Spring 2020 degree conferral	Friday, September 27, 2019	Advising@hpu.edu
PTG received at Registrar's Office confirmation e-mail sent to student	As received by Registrar's Office	Student HPU e-mail (@my.hpu.edu)
PTGs prepared for Dean's Review & Approval	July 22 – October 11, 2019	PTG@hpu.edu
Dean's PTG Review Period	October 14 – November 1, 2019	PTG@hpu.edu
Approved PTG e-mail sent to student	October 14 – November 8, 2019	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony	Saturday, December 14, 2019	Commencement@hpu.edu
Degree Conferral/Award Period **	December 17, 2019 – February 10, 2020	PTG@hpu.edu
Degree Awarded or Unable to Award Degree e-mail sent to student	December 17 – February 11, 2020	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing	February 14 – March 3, 2020	PTG@hpu.edu

**Please Note: the University will be closed from December 25, 2019 – January 1, 2020

HAWAI'I PACIFIC UNIVERSITY

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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. If name provided does not match our records, additional documentation will be requested:

LEGAL NAME HERE

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.

Check Appropriate Boxes : I am enrolled 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 _____

REQUIRED APPROVALS:
FOR COMPLETION

ADVISOR

- APPROVED
- DISAPPROVED

COMMENTS: _____

Signature _____ Date _____

DEAN /

DEPARTMENT

CHAIR

- APPROVED
- DISAPPROVED

COMMENTS: _____

Signature _____ Date _____