GRADUATION INSTRUCTIONS

If you have completed (or in last term) all requirements for your degree you must apply for graduation.

An Application for Graduation (below) must be completed and submitted to the Office of the Registrar. The deadline for applications is the first week of your last term. There will be a $25 late fee for applications received after the first week.

An audit of your coursework will be done to verify that you have completed all requirements for your degree. You will be notified of the results of the audit before the end of the Drop/Add period. If needed, recommended changes to your schedule will be made at this time. If the audit reveals that you will not be able to graduate in the intended term (postponed), you will need to reapply for graduation in the term all graduation requirements are met.

Following the term a final audit will be completed. Those that have met all requirements will have degrees posted on transcripts and diplomas ordered. Students that are in good financial standing will have diplomas mailed to them. Your diploma, along with a complimentary official copy of your final transcript, will be mailed to you at no charge about four weeks after the end of your term of graduation.

For more information or assistance, contact us at:

Office of the Registrar
University of Pittsburgh at Titusville
504 East Main Street
Titusville, PA 16354

Phone: 814-827-4470

Fax: 814-827-4522
UNIVERSITY OF PITTSBURGH AT TITUSVILLE
APPLICATION FOR GRADUATION

PLEASE PRINT ALL ENTRIES. This form will be used in preparing your diploma.

Enter your legal name as you would like it to appear on your diploma.

____________________________     ____________________________    ____________  
Last Name               First Name                                             Middle

___________________________________________     XXX – XX -
Student ID Number     Last four digits of your SS Number

___________________________________________    ____________________________________
Telephone Number                E-mail address

Complete Address

_________________________________________________________________________________
Street
_________________________________________________________________________________
_________________________________________________________________________________

City       State                  Zip

Anticipated Graduation Date:

☐ April     Year ______           ☐ August     Year ______           ☐ December     Year ______

Degree Applied For:

☐ AS Accounting              ☐ AS History
☐ AS Biology                  ☐ AA Liberal Arts
☐ AS Business                ☐ AS Natural Science
☐ AS Business Information Systems   ☐ AS Nursing
☐ AS Computer Technology    ☐ AS Psychology
☐ AS Criminal Justice        ☐ AS Physical Therapist Assistant
☐ AA Human Services

SIGNATURE REQUIRED

_______________________________________________    ________________________________
Signature of Student            Date

Completed forms should be submitted to the Office of the Registrar.

Mailing address:       Fax number: (814) 827-4522
Office of the Registrar
University of Pittsburgh at Titusville
504 East Main Street
Titusville, PA 16354

Office Use Only:
Date Received
Date Processed