LAST DAY TO APPLY
Fall - September 1
Spring - November 1
Summer - February 1

Langston Campus, P O Box 728, Langston, Oklahoma 73050, Phone: 405-466-3225, Fax: 405-466-3381
OKC Campus, 4205 N. Lincoln Blvd. Oklahoma City, Oklahoma 73105, Phone: 405-530-7500, Fax: 405-530-1621
Tulsa Campus, 914 North Greenwood, Tulsa, Oklahoma 74106, Phone: 918-877-8100, Fax: 918-877-8107

GRADUATION DEGREE APPLICATION

This application must adhere to the deadline to apply for graduation for the date specified by the **REGISTRAR'S OFFICE**. Your processing fee must be paid to the **BUSINESS OFFICE** before this application will be accepted. After the $25.00 processing fee has been paid, please submit completed form to the **REGISTRAR'S OFFICE**.

☐ **Apply for graduation** ☐ **Reapply for new graduation completion date**

_____

Please indicate if you will participate in the commencement activities by placing a check mark below:

☐ **LANGSTON CAMPUS** ☐ **LANGSTON/TULSA** ☐ **LANGSTON/OKC**

Please check one of the boxes below to indicate the desired delivery method for your diploma. All Bursar accounts and Financial Aid holds must be cleared before diplomas will be mailed or available for pick up.
(Check One) _____ **PICK UP** _____ **MAIL**

Diploma Pick Up Locations:
Langston Campus: Page Hall, Room 134 **Langston-Tulsa: Student Services** **Langston-OKC: Main Office**

1. **PRINT or TYPE** your name **as it is to appear on your diploma** and the address to which the diploma is to be mailed.

Campus Wide ID (CWID) _____ Email Address_____

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET/APT# CITY/STATE/ZIP

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

2. **I wish to apply for the following degree**:

Degree: _____

Major: _____ Minor: _____

3. **I expect to complete my degree requirements** (*check one*):

☐ Fall ☐ Spring ☐ Summer _____ (year)

I understand that if I **fail** to meet graduation requirements, I must apply for a new graduation completion date and pay another $25 processing fee. If I desire to change my name on my degree, I must provide legal documentation showing this

Candidate's Signature: _____ Date: _____

Advisor's Approval: _____ Date: _____

Dean's Approval: _____ Date: _____

DEGREE REQUIREMENT: Upon completion of **ALL** course work, a degree is then conferred. Participation in the Commencement Program does not mean you have graduated. Graduates/Candidates must have a zero balance in order to participate in the graduation ceremony.

STAFF USE ONLY

Business Office

$25 Processing Fee _____

Check / Money No. _____

Date _____

Cashier Signature_____

Registrar's Office

Date Posted _____

Date Ordered _____

Date Received _____

Date Mailed_____

DIPLOMA INFORMATION

If you fail to return this form to the Registrar's Office, **NO** diploma will be ordered.

Once degree is mailed through the US Postal Services to your address above, Langston **is NO LONGER RESPONSIBLE** *for your diploma.* Replacement cost to re-order a diploma: $25.00.

White – Registrar **Yellow** – Alumni **Pink** – Advisor **Gold** – Student