



Registrar's Office

APPLICATION FOR GRADUATION/DEGREE AUDIT

- ❖ The Application for Graduation/Degree Audit process is initiated by the student.
❖ The completed application is to be submitted to the Registrar's Office when a student has the following hours remaining to satisfy graduation requirements: 45 hours-Bachelors, 15 hours-Masters or 12 hours-Specialist.
❖ In order for the application to be valid, the student must have taken and passed the Regents' Test and have the required cumulative grade point average for their major.
❖ Each student must attend the commencement exercise or request in writing permission to graduate in absentia from the Vice President for Academic Affairs.
❖ Each student must update name and/or address if a change occurs. A source document is required such as a valid driver's license, marriage license or court order to change your name.
❖ A representative from The Herff Jones Company will be available to assist you with your measurements for Cap & Gown and Personalized Announcement orders during the Fall and Spring Semester. The dates and times will be posted to www.asurams.edu and other campus sites. The representative will also mail you a flyer announcing his visit. Please be prepared to pay at the time of order.

Semester/Year You Expect To Graduate: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Name \_\_\_\_\_
Last First Middle RAM ID Number

Local Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Telephone Number: Local \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

(Optional) Sex \_\_\_\_\_ Race: Black \_\_\_ Caucasian \_\_\_ Hispanic \_\_\_ American Indian/Alaskan \_\_\_ Asian \_\_\_

Degree: (Check the correct degree listed below) Email address \_\_\_\_\_

AAS \_\_\_ BA \_\_\_ BS \_\_\_ BSW \_\_\_ EDS \_\_\_ MBA \_\_\_ MED \_\_\_ MPA \_\_\_ MS \_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

CONCENTRATION (if applicable) \_\_\_\_\_

Regents' Test Satisfactorily Completed: Essay \_\_\_\_\_ Reading \_\_\_\_\_
(Bachelors Degree only) date date

NAME FOR DIPLOMA

Print your name legibly and exactly as it is to appear on diploma. Name must be the same as it appears on academic record

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: You will receive your degree audit check sheet in the mail. Your Department Chairperson in conjunction with the Registrar's Office prepares the audit check sheet. Once you receive it, please review it carefully. If you have any questions, contact your chairperson immediately. Do not wait until your expected semester of graduation to resolve any outstanding problems.