

Application Information

- Complete **all information** as requested. Your name will be printed in the commencement program as indicated on the reverse side. Please type or print clearly in black ink.
- **Submit completed application to the Office of the Registrar, 210 Enrollment Services Center, according to the following deadlines:**
Spring Semester – Friday of dead week fall semester
Fall and Summer Semester – Friday of dead week spring semester
- **You will be notified of your graduation status by mid-semester of your graduation term. Graduation mailings will be sent to your “in-session” address.** To update your address, please go to AccessPlus at <https://accessplus.iastate.edu/frontdoor/login.jsp> or contact the Office of the Registrar, 214 Enrollment Services Center, by phone at (515) 294-1840.

Things to Do Before Graduation

- All incomplete grades, degree audit corrections, and previous transfer work must be submitted to the Office of the Registrar by midterm. Please contact the Office of the Registrar, 210 Enrollment Services Center, or phone (515) 294-9372 if you cannot meet this deadline.
- If you are graduating with a minor, a minor application must be submitted to your college office at least one term prior to graduation. Minor applications may be downloaded from the following Web site: <http://www.iastate.edu/~registrar/forms/>
- Financial Aid and Loans Receivable exit counseling sessions must be completed, as required, before graduation. Please note that if you do not complete an exit counseling session before graduating, a hold will be placed on your university record and you will not receive your transcript until this requirement has been completed. Contact the Financial Aid Office, 0210 Beardshear Hall, (515) 294-2223, or the Loans Receivable Office, 0880 Beardshear Hall, (515) 294-8747, if you have questions regarding your loans.
- All past due financial obligations owed to the University must be cleared prior to graduation. Please note that if you graduate with an outstanding financial obligation, a hold will be placed on your university records. Your transcript will not be released until your outstanding obligation is paid. Contact the Treasurer/Receivables Office, Room 1220 Beardshear Hall, (515) 294-7388 if you have questions regarding your account.
- A nonrefundable graduation fee will be assessed to your university bill the 10th day of classes of the graduation term specified on this application. If this application is withdrawn prior to the 10th day of classes, you will not be assessed the graduation fee.

College Convocations, Receptions and University Ceremony

Please check the current ISU calendar on the Web or the [Iowa State University Catalog](#) for date of graduation. Information is also available on the Registrar’s website: <http://www.iastate.edu/~registrar/graduation/>

Individual College Convocations and Receptions:

- Fall and spring semesters: Individual college convocations and receptions will be held the evening before or the morning of graduation. Information will be mailed from your college approximately six weeks before graduation regarding the time and location of the ceremony.
- Summer: Individual college convocations and receptions will not be held.

University Undergraduate Ceremony:

- Fall and spring semesters: The university undergraduate commencement ceremony will be held in Hilton Coliseum. Please check specific date and time on Registrar’s website: <http://www.iastate.edu/~registrar/graduation/>
You will be contacted by email approximately four weeks before graduation with instructions to refer to the above website for graduation information.
- Summer semester: The university commencement ceremony will be discontinued beginning Summer 2010. Graduates will have the option to attend either the fall or spring commencement ceremony.

Final Grade Check and Diploma Mailing

Final grade checks will be made approximately two weeks after the end of the semester and diplomas will be mailed to all successful degree candidates. **Failure to meet graduation requirements will cancel this application and will require submission of a new one for a future semester.**

**If you have questions regarding information on this form contact:
The Office of the Registrar, 210 Enrollment Services Center
Phone (515) 294-9372, fax (515) 294-9925 or email graduation@iastate.edu**