

## Submitting the Late Filing form for Graduation

A graduate student who misses a graduation deadline by failing to file the application for graduation, advisory committee form or completed Program of Study form will have the option of paying a single fee of \$50 (check or money order in US dollars) for late processing of all required forms. A Late Filing for Graduation form, all required graduation forms and late fee payment must be submitted to the Graduate School, Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45-day late period, no students will be added to the commencement roster for the current semester without special approval.

1. Select Graduation term and department and Major/Degree.
2. Select Intended Payment Method. We cannot accept credit card. You must mail or hand-deliver a check or money order to the Graduate School.
3. Click Submit.
4. If form is submitted correctly, you will see confirmation message in green at the top of the page and receive a confirmation email.
5. You must submit payment to the Graduate School as soon as possible to complete the late filing process.