1. **KNOW THE DEADLINES**
   
   - **GRADUATION APPLICATION:** There is no fee if you submit your graduation application by the deadline listed above. After the graduation application deadline, there is a late fee ($95.00).
   
   - **GRADUATION REQUIREMENTS:** Petitions, all Incomplete(s) (I), Deferred Grade(s) (DG), Official Transcripts, Credit by Examination Forms, and Grade Changes (GC) must be in the Office of Academic Records by the deadlines outlined above.

2. **SUBMIT A GRADUATION APPLICATION**
   
   - **SUBMISSION:** This form is available in Room 202 in the Office of Academic Records and online.
   
   - **DEGREE REQUIREMENTS:** Students are responsible for all stated requirements in their bulletin. To ensure you have met all degree requirements:
     - Review your CAPP report by logging into iVue (https://vault.andrews.edu/vault/goto/home)
     - Click “View Degree Progress (CAPP)” next to your profile picture
   
   - **GRADUATION DISTINCTION:**
     - [http://www.andrews.edu/services/registrar/assets/downloads/graduation-distinctions.pdf](http://www.andrews.edu/services/registrar/assets/downloads/graduation-distinctions.pdf)
   
   - **TO GRADUATE IN ABSENTIA:** Check the **NO** box on your GRADUATION APPLICATION under Participation in Ceremony.
   
   - **NOTE:** If you do not graduate by the anticipated date you applied for, then you will need to submit a Graduation Application Revision form for a future graduation date by the published deadline. **May Express** is part of the Summer Semester and participating students will not qualify for May degree conferral.

3. **IMPORTANT FORMS (if applicable)**
   
   - **ACADEMIC PETITION:** All academic petitions and other related documents should be in the Undergraduate Records Office before you apply for graduation.
   
   - **TRANSIENT STUDENT REQUEST FORM:** Any courses that are taken off-campus must receive written permission before you begin the course(s). This includes courses taken through the School of Distance Education through Washington Adventist University or Oakwood University.
   
   - **MARCHING WITHOUT COMPLETION FORM:** Complete this form if you wish to participate in a graduation ceremony prior to completing all of your degree requirements. Please refer to the Participation without Completion policy ([here](#)) to see if you qualify. This form can be obtained at the Office of Academic Records, Room 202, in the Administration Building, or by email request at ugrecords@andrews.edu.
• DROP/ADD FORM (CHANGE IN REGISTRATION FORM): Complete this form if you are making any changes in your **class registration.** This form can be obtained at the Office of Academic Records registration counter.

4. REQUIRED EXAMINATIONS

• SENIOR EXIT TEST: For all Baccalaureate degrees you must register online for the **Senior Exit Test.** Registration and completion of the test is a requirement for graduation. It is your responsibility to meet your test date. [http://vault.andrews.edu/](http://vault.andrews.edu/) Select Senior Testing on the left.

• MAJOR FIELD EXAMINATION: In addition to the Senior Exit Test, your department may require a major field examination. Ask your department about this exam. You can register online for this test via [http://vault.andrews.edu/](http://vault.andrews.edu/).

• NOTE: CLEP may not be used to satisfy degree requirements in the last 12 credits before graduation.

5. TRANSFER TRANSCRIPTS

• OFFICIAL TRANSCRIPTS FOR TRANSFER COURSE WORK: In order to transfer courses, the Articulation Coordinator in the Office of Academic Records must receive an official transcript directly from the issuing institution either by email at [articulation@andrews.edu](mailto:articulation@andrews.edu) or by physical mail at the following address:

  Andrews University  
  Academic Records Room 204  
  4150 Administration Drive  
  Berrien Springs, MI 49104-0800

• PLEASE NOTE: Other forms of transcript transmission (i.e. fax, telephone, email attachments, grade reports, etc.) are not considered official and are not acceptable for receiving transfer credit.

6. REGALIA

• GRADUATION ANNOUNCEMENTS AND REGALIA: Order your Graduation Announcements and Regalia (cap, hood and gown) through the AU Bookstore website. Regalia is required to participate in the ceremony: [www.andrews.edu/bookstore](http://www.andrews.edu/bookstore).

7. ANDREWS UNIVERSITY DIPLOMA AND TRANSCRIPT INFORMATION

• NAME/DEGREE: Your diploma name and degree will reflect your name and degree in iVue. Check them for accuracy at [https://vault.andrews.edu/vault/goto/home](https://vault.andrews.edu/vault/goto/home). Any changes to your name must be brought to the attention of the Office of Academic Records at least **four weeks prior** to graduation. Any changes to your degree must be made through the Office of Student Success.

• CURRENT ADDRESS: Check your home—address in iVue for diploma mailing accuracy: [https://vault.andrews.edu/vault/goto/home](https://vault.andrews.edu/vault/goto/home)

• FINANCIAL CLEARANCE: Check with Student Financial Services to ensure that you are financially cleared: [sfs@andrews.edu](mailto:sfs@andrews.edu) or 269-471-3334, or downstairs in the Administration building. Financial clearance is required to obtain your diploma or order a transcript.