

GRADUATION APPLICATION DEADLINE APPEAL FORM

This form is used to file an appeal to submit a graduation application AFTER the published deadline.

Deadlines: *Fall – June 1* *Spring – September 15* *Summer – January 30*

Last Name *First Name* *Laker ID*

Current Mailing Address *Street* *Apartment Number*

City *State* *Zip*

Email Address *Telephone Number*

Degree Objective: ☐ Masters ☐ Bachelors ☐ Associates ☐ Certificate **Major:** _____

Term for which you are appealing to graduate: ☐ Fall ☐ Spring ☐ Summer Year _____

Have you submitted a graduation application? ☐ Yes ☐ No* **If no, an application must accompany the appeal.*

DIRECTIONS

Submit the following via your student email to graduation@clayton.edu or in person at the Registrar's Office:

- 1) Letter of appeal—Explain the specific circumstances that caused you to miss the application deadline. Be sure to sign and date your letter.
- 2) Relevant supporting documentation for any claims made in your appeal. Examples include:
 - a. Statements from a doctor or hospital
 - b. A letter from a university official to confirm he/she advised you in a certain way, etc.
- 3) Graduation application—If you have already submitted the application, you do not need to submit another copy.

Completed packets must be received prior to the midpoint of the semester in which you are appealing to graduate. Incomplete packets will not be reviewed. Be sure to make a copy of your appeal packet for your records. The Registrar's Office will not provide copies.

The Graduation Appeal committee meets at the end of the month pending members' availability. The committee does not meet in January, May, August, or December. To ensure a prompt decision, your appeal must be received no later than the 15th day of the month.

The committee's decision will be sent to your CSU student email account. The decision of the committee is final.