Congratulations on getting to this point in your APU journey! We are excited to walk with you through this process before you walk across the stage!

- One Stop

What To Do:

Complete the Graduation Application process by Friday, November 9:

- Fill out the Student Section of the Graduation Application.
- Take the application to your major department no later than 2 weeks before the deadline.
- Pick up the application from your major department.
- Submit the application to One Stop. Expect a confirmation email from One Stop within 48 hours.

What To Know:

Obtain Graduation Clearance by Friday, April 12:

You need three clearances by April 12 to participate in Commencement:

- **Academic Clearance** - You must have 3 or less units to complete prior to Commencement.
- **Financial Clearance** - You must have a zero balance.
- **Service Credits Clearance** - You must submit all Service Credit Reports online by March 15 to be cleared by the above deadline.

Your Academic Specialist

Jeremy McCabe  [jmccabe@apu.edu]

- Accounting
- Acting for the Stage and Screen
- Art
- Business Management
- Cinematic Arts
- Commerical Music
- Economics
- Entrepreneurship
- Finance
- Graphic Design

International Business
- Marketing
- Music (Education and Theory)
- Music Composition
- Music Performance
- Music and Worship
- Screenwriting
- Theater Arts
- Visual Art

Danae Jaeger  [djaeger@apu.edu]

- Applied/Allied Health
- Applied Exercise Science
- Biochemistry
- Biology
- Chemistry
- Computer Information Systems
- Computer Science
- Criminal Justice
- Engineering
- History

- Interdisciplinary Studies
- Kinesiology
- Liberal Studies
- Mathematics
- Physical Education
- Physics
- Political Science
- Social Science
- Social Work

Emmaleigh Carlson  [ecarlson@apu.edu]

- Biblical Studies
- Christian Ministries
- Communication Studies
- Journalism
- Nursing
- Philosophy

- Psychology
- Public Relations
- Religious Studies
- Theology
- Youth and Family Ministry

Jyll Stone  [jmstone@apu.edu]

- English
- Global Studies
- Modern Languages (Spanish)
- Sociology

Participation in Commencement

Participation in the Commencement ceremony does not indicate completion of a degree program. Students must meet all University requirements before a degree is completed. If you are planning to complete coursework after participating in a Commencement ceremony, you will be required to meet with your Academic Specialist in One Stop.

Student Responsibility

It is the responsibility of the student to fill out information completely, obtain necessary signatures, and turn this form into One Stop by the deadline listed on the coversheet. Failure to submit this form in by the deadline may result in a postponement of your graduation date.

Fees

The $80 graduation fee will be charged to your student account. Graduation Applications submitted after the deadline will also be charged an additional $200 late fee.
What happens after I turn in my Graduation Application?

- Within 48 hours: You will receive a confirmation email from One Stop
- Within 12 weeks: You will receive a 1st Graduation Clearance status email
- 8 weeks prior to Commencement: You will receive a 2nd (Final) Graduation Clearance status email

How do I obtain clearance to participate in Commencement?

To participate in Commencement you must have the following three clearances:
- **Academic Clearance** is achieved when all degree work has been completed or if no more than 3 units or one class will be taken in a term that begins after the commencement ceremony. When you are cleared, you will receive a Graduation Clearance status email from your Academic Specialist.
- **Financial Clearance** is achieved when you have a zero balance in “Net to Pay” in the Account Summary section of your “Student Center” tab on home.apu.edu.
- **Service Credits Clearance** is achieved when your Current Service Credit Status is “CLEARED” in the Service Credits section of the “My Page” tab on home.apu.edu.

What if I missed the graduation application deadline?

You can still submit your Graduation Application to One Stop, however there will be a $200 late graduation application fee in addition to the $80 normal application fee. The late graduation application deadline is Friday, January 25, 2019.

How do I get my cap and gown?

You can order and pick up your cap and gown through the University Bookstore on West Campus. You will receive an email notification regarding cap and gown details during the Spring 2019 semester.

How do I get my guest commencement tickets?

Tickets can be ordered online two weeks prior to commencement. You will receive an email when tickets are available for reservation.

How many units do I need to earn a degree?

You must complete a minimum of 120 units to earn a degree from Azusa Pacific University. Some majors require more than the minimum number of units. The following courses do not count toward the 120 units: MATH 90, MATH 95, MATH 99, ENGL 99, and other classes below the 100 level.

When will my degree be posted?

Your degree will be posted within four weeks of Commencement if you have completed all degree requirements. These requirements consist of a minimum 120 units, God's Word and the Christian Response, General Education, major(s), minor(s) and completed service credits.

When will I receive my diploma?

If all financial obligations to the University are met, your diploma and a copy of your official transcripts will be sent to you at the address listed on your Graduation Application within 3-6 months of your degree posting. If your address changes, notify your Academic Specialist as soon as possible.
Student Agreement
Please read and initial the following.

I understand that:

- I am responsible for reviewing the information on the attached coversheet.
- A free official transcript will be sent to me at the address above once my degree is conferred.
- Participation in a commencement ceremony does not guarantee that my degree will be conferred.
- I must have academic clearance by the graduation clearance deadline to participate in commencement.
- I must have a zero balance by the graduation clearance deadline to participate in commencement.
- I must have completed my Service Credits by the graduation clearance deadline to participate in commencement.
- The minimum unit requirement for all Bachelor’s degrees is 120 units. (Any courses below 100 level do not count towards this requirement.)
- One Stop will authorize my final commencement and degree clearance.

List Any Minor(s):

Student Signature: ___________________________ Date: ______________________

Graduation Application

Student Section
Legal (Diploma) Name: ___________________________
APU ID#: ___________ E-mail Address (Non-APU): ___________________________
Diploma Address: ___________________________
City: ___________________ State: ___________ ZIP: ___________________
Phone #: ___________________ APU Box #: ___________ Major(s): ___________________

Do you plan to participate in commencement? ☐ No ☐ Yes (please circle one): Spring Winter Year: ___________________

What term do you anticipate completing your degree requirements: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II ☐ Summer III Year: ___________________

If yes to the previous question, please outline your plan below by listing the course you plan to take after commencement:

Degree Requirement (ex. MATH 110) Term you plan to enroll (ex. Summer I) Where you plan to take the course (ex. APU)

Student Agreement
Please read and initial the following.

I understand that:

- I am responsible for reviewing the information on the attached coversheet.
- A free official transcript will be sent to me at the address above once my degree is conferred.
- Participation in a commencement ceremony does not guarantee that my degree will be conferred.
- I must have academic clearance by the graduation clearance deadline to participate in commencement.
- I must have a zero balance by the graduation clearance deadline to participate in commencement.
- I must have completed my Service Credits by the graduation clearance deadline to participate in commencement.
- The minimum unit requirement for all Bachelor’s degrees is 120 units. (Any courses below 100 level do not count towards this requirement.)
- One Stop will authorize my final commencement and degree clearance.

Student Signature: ___________________________ Date: ______________________

Department Section
Major: ___________________________ Catalog Year ___________________________
Concentration/Emphasis: ___________________________
Remaining Requirements: ___________________________
(list work in progress and missing requirements if applicable)

2nd Major: ___________________________ Catalog Year ___________________________
Concentration/Emphasis: ___________________________
Remaining Requirements: ___________________________
(list work in progress and missing requirements if applicable)

Advisor’s Name: ___________________________ Date: ______________________
Advisor’s Signature: ___________________________ Date: ______________________

One Stop Section
Date Received: ___________________________ Initials: ___________________________ Fee: ___________________________
Program/Plan: ___________________________ Intent: ___________________________ Date: ___________________________

One Stop (White) Student (Pink)

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apu.edu/onestop onestop@apu.edu 626 815 2020