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 10:

- 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 13:
You need three clearances by April 13 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 16 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
- Christian Ministries
- Commercial Music
- Economics
- Entrepreneurship
- Finance
- Graphic Design
- International Business
- Liberal Studies

- Marketing
- Music (Education and Theory)
- Music Composition
- Music Performance
- Music and Worship
- Philosophy
- Psychology
- Religious Studies
- Screenwriting
- Theater Arts
- Theology
- Visual Art
- Youth and Family Ministry

**Danae Jaeger**  [djaeger@apu.edu]

- Applied/Allied Health
- Applied Exercise Science
- Athletic Training
- Biblical Studies
- Biochemistry
- Biology
- Chemistry
- Communication Studies
- Computer Information Systems
- Computer Science
- Criminal Justice
- English
- Global Studies
- History

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.

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.

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 26, 2018.

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 2018 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.

Student Signature:  
Date:  

Department Section

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

Advisor's Name:  
Advisor's Signature:  
Date:  

One Stop Section

Date Received:  
Initials:  
Fee:  
Program/Plan:  
Intent:  
Date:  

One Stop (White)  Student (Pink)  

Revised 10/17