

Step One: To be completed by the Student

Name:	Term Graduating:
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Please provide your contact information below to ensure we have the most current data in your records.

Street Address:	
City, State, Zip:	
Telephone:	Email:

Step Two: Attend group exit interview as scheduled in week ten for winter, spring, and fall terms and week six for summer term; collect signature of organizer as proof of attendance.

Signature:	Date:
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Step Three: Meet with the offices/individuals listed below. Each signature verifies that you have met all obligations and requirements in order to graduate.

Financial Aid Office: Exit counseling completed in office and online (online portion must be completed by visiting www.StudentLoans.gov prior to in-office meeting)	Signature:	Date:
Finance Office: All financial obligations satisfied (Signature may only be collected during the very last week of term)	Signature:	Date:
Library: All obligations have been met	Signature:	Date:
Human Resources: Student worker/employee exit interview completed.	Signature:	Date:

Graduate documents will not be released if there are any outstanding debts, even if you have submitted a completed graduation certification form.

Step Four: Submit form to the Registrar's Office

Registrar: Confirmation that all requirements for graduation are met	Signature:	Date:
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