

# Petition to Graduate (PTG) Timeline for Students Spring / Summer 2019

PTG Processes	Dates & Timelines	E-mail Contact
Student deadline to submit PTG to Advisor	Friday, February 15, 2019	<a href="mailto:Advising@hpu.edu">Advising@hpu.edu</a>
Deadline for Advisors to submit PTG to Registrar's Office	Friday, March 04, 2019	<a href="mailto:Advising@hpu.edu">Advising@hpu.edu</a>
PTG received at Registrar's Office confirmation e-mail sent to student	March 04, 2019 – March 15, 2019	Student HPU e-mail (@my.hpu.edu)
PTGs prepared for Dean's Review & Approval	March 04 - March 15, 2019	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Dean's PTG Review Period	March 15 - April 05, 2019	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Deadline to have printed name appear in Commencement Program	Friday, April 05, 2019	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Approved PTG e-mail sent to student	March 15 – April 12, 2019	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony	Thursday, May 09, 2019	<a href="mailto:Commencement@hpu.edu">Commencement@hpu.edu</a>
Degree Conferral/Award Period	May 13, 2019 – July 15, 2019 (Spring) August 26, 2019 – Oct 15, 2019 (Summer)	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Degree Awarded or Unable to Award Degree e-mail sent to student	July 5 - 15, 2019 (Spring) October 5 – 15, 2019 (Summer)	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing	July 18- August 29, 2019 (Spring) October 15 – Nov 19, 2019 (Summer)	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>

**HAWAI'I PACIFIC UNIVERSITY**  
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 HONOLULU, HAWAI'I 96813  
 PHONE: (808) 544-0239  
 EMAIL: ptg@hpu.edu

**PETITION TO GRADUATE  
 (GRADUATION APPLICATION)**



**OFFICE USE ONLY**

HONORS POINT AVERAGE \_\_\_\_\_

HONORS ESTIMATE \_\_\_\_\_

**CURRENT ADDRESS:**

Student No. @ \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Middle

\_\_\_\_\_  
 Street Apt.No.

\_\_\_\_\_  
 City State ZIP Code

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

HPU E-mail \_\_\_\_\_@my.hpu.edu

CAMPUS:  Downtown - Honolulu  Hawai'i Loa - Kāne'ohe

Military Campus \_\_\_\_\_ VET Yes  No

MIL SVC \_\_\_\_\_ Warrant  Officer  ENL

Advisor \_\_\_\_\_

Address to mail diploma,\* if different from the address given above:

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

\* Diplomas are mailed approximately two months after the full term in which you finish your last course(s).

I plan to complete degree requirements: \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR

I plan to attend the ceremony: December, 20\_\_\_\_ May, 20\_\_\_\_

I do not plan to attend the ceremony.

**DEGREE INFORMATION:**

The degree I am completing is (check one only, complete another petition if you are petitioning for more than one degree):

- Associate of Arts in \_\_\_\_\_
- Associate of Science in \_\_\_\_\_
- Bachelor of Science in Business Administration  
 Conc(s) \_\_\_\_\_
- Bachelor of Arts, Major(s) \_\_\_\_\_
- Bachelor of Science in Nursing
- Bachelor of Education \_\_\_\_\_
- Bachelor of Science, Major(s) \_\_\_\_\_
- Bachelor of Social Work
- Bachelor of Science in Public Health
- Bachelor in Public Administration
- Master of Business Administration  
 Conc(s) \_\_\_\_\_
- Master of Education \_\_\_\_\_
- Master of Public Health
- Master of Social Work
- Master of Arts in \_\_\_\_\_
- Master of Science in \_\_\_\_\_
- Minor attached to Bachelor's degree** \_\_\_\_\_

**NAME ON DIPLOMA AND COMMENCEMENT PROGRAM:** Please use the space below to type or clearly print the correct order (first, middle, last) of your legal name for diploma and commencement program:

**LEGAL NAME HERE**

Check Appropriate Boxes :  I am enrolled in the following course(s) in the \_\_\_\_\_ Term, 20\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Appropriate Boxes :  I am enrolled in the following course(s) in the \_\_\_\_\_ Term, 20\_\_\_\_

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

In addition to the course(s) listed above, I need a passing grade in the following course(s):

Course \_\_\_\_\_ Term \_\_\_\_\_

Course \_\_\_\_\_ Term \_\_\_\_\_

I acknowledge I must complete the above course(s) with a passing grade and resolve any incomplete grades.

**Important:** By signing the PTG, you acknowledge the following statement. Diplomas will not be released to students who have financial obligations to HPU. The University is not responsible for undeliverable diplomas. Once the diploma is shipped, it is the responsibility of the shipping/delivery company (DHL, USPS, etc.). Lost/misdirected and/or damaged diplomas may result in having to request and pay for additional diplomas.

**STUDENT SIGNATURE** \_\_\_\_\_

(Digital signatures not accepted)

DATE \_\_\_\_\_

REQUIRED APPROVALS:  
 FOR COMPLETION

**ADVISOR**

APPROVED

DISAPPROVED

**DEAN /  
 DEPARTMENT  
 CHAIR**

APPROVED

DISAPPROVED

COMMENTS: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_