

# Petition to Graduate (PTG) Timeline for Students Spring / Summer 2020

PTG Processes	Dates & Timelines	E-mail Contact
Student deadline to submit PTG to Advisor	Monday, December 16, 2019	<a href="mailto:Advising@hpu.edu">Advising@hpu.edu</a>
Last day to submit late PTG to have name listed in Commencement Ceremony Program *	Friday, January 31, 2020	<a href="mailto:Advising@hpu.edu">Advising@hpu.edu</a>
Final day to submit late PTG for Spring/Summer 2020 degree conferral. PTGs submitted after this date will be processed for Fall 2020 degree conferral	Friday, February 14, 2020	<a href="mailto:Advising@hpu.edu">Advising@hpu.edu</a>
PTG received at Registrar's Office confirmation e-mail sent to student	As received by Registrar's Office	Student HPU e-mail (@my.hpu.edu)
PTGs prepared for Dean's Review & Approval	January 6 – March 13, 2020	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Dean's PTG Review Period	March 16 – April 3, 2020	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Approved PTG e-mail sent to student	March 17 – April 10, 2020	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony **	Saturday, May 09, 2020	<a href="mailto:Commencement@hpu.edu">Commencement@hpu.edu</a>
Degree Conferral/Award Period	May 19 – July 10, 2020 (Spring) Sept 1 – Oct 23, 2020 (Summer)	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Degree Awarded or Unable to Award Degree e-mail sent to student	July 13 - 17, 2020 (Spring) October 26 – 30, 2020 (Summer)	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing	July 15- August 26, 2020 (Spring) Oct 15 – Nov 26, 2020 (Summer)	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>

\*Please note: the University will be closed from December 25, 2019 – January 1, 2020

\*\*Tentative Date

Revised: 08/26/19

# HAWAI'I PACIFIC UNIVERSITY

500 ALA MOANA BLVD, SUITE 5A  
HONOLULU, HAWAI'I 96813-2882  
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. If name provided does not match our records, additional documentation will be requested:

### 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

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

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

DEAN /

DEPARTMENT

CHAIR

- APPROVED
- DISAPPROVED

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

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