

# Petition to Graduate (PTG) Timeline for Students Fall 2018

PTG Processes	Dates & Timelines	E-mail Contact
Student deadline to submit PTG to Advisor	Monday, September 24, 2018	<a href="mailto:Advising@hpu.edu">Advising@hpu.edu</a>
Deadline for Advisors to submit PTG to Registrar's Office	Tuesday, October 9, 2018	<a href="mailto:Advising@hpu.edu">Advising@hpu.edu</a>
PTG received at Registrar's Office confirmation e-mail sent to student	As received – October 10, 2018	Student HPU e-mail (@my.hpu.edu)
PTGs prepared for Dean's Review & Approval	October 10 – October 16, 2018	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Dean's PTG Review Period	October 17 – October 31, 2018	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Deadline to have printed name appear in Commencement Program	Tuesday, November 06, 2018	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Approved PTG e-mail sent to student	October 17 – November 9, 2018	Student HPU e-mail (@my.hpu.edu)
Commencement Ceremony	Thursday, December 13, 2018	<a href="mailto:Commencement@hpu.edu">Commencement@hpu.edu</a>
Degree Conferral/Award Period *	December 17, 2018 – February 11, 2019	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>
Degree Awarded or Unable to Award Degree e-mail sent to student	February 4 - 12, 2019	Student HPU E-mail (@my.hpu.edu)
Diploma Order Processing	February 15 – March 4, 2019	<a href="mailto:PTG@hpu.edu">PTG@hpu.edu</a>

\*Please Note: the University will be closed from December 25, 2018 – January 1, 2019

**HAWAII PACIFIC UNIVERSITY**

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**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  Hawaii Loa - Kane'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 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.

**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 \_\_\_\_\_