

Degree Application

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Instructions for Completing the Degree Application

Please:

- Legibly **print** all required information.
- Complete **Blocks 1-16**.
- **Block** 3: 'Catalog year' refers to the year in which you entered a degree program.
- The evaluator or other approved school or college official must sign this form before you submit it to the Office of the Registrar. All questions concerning your eligibility to graduate should be directed to your school/college, not to the Office of the Registrar.
- Be sure to enter the **correct** address in **Block 6** for receipt of your diploma. If at any time your address changes, be sure to notify the Office of the Registrar.

Instructions for Cap and Gown Order Form

 To participate in Commencement, degree applicants must order their caps and gowns online. Be sure to complete the information below regarding your plans to attend a commencement ceremony.

Complete the following before submitting the Degree Application

O Degre	ee Application
•	All graduate students and part-time undergraduate students will be billed a fee of \$208 (\$225 if late) for filing a degree application.
O Comr	mencement Ceremony Attendance Plans
•	I am graduating in January May September
•	I plan to attend the ceremony in May December Not attending
	IMPORTANT: To participate in commencement, you MUST order your cap and
	gown online during the designated period at www.hartford.edu/commencement .
	A cap and gown order for the December Ceremony does not carry over for May.

A separate cap and gown order is needed for each ceremony.

O Exit Survey

<u>Exit Survey</u> - The Application for Degree Exit Survey asks you about your experiences at the University of Hartford in general and within your specific academic program, as well as your plans for after graduation. When answering questions related specifically to your academic program, please reflect on the same program as the Application for Degree that you completed.