LATE GRADUATION APPLICATION

The University of Akron
Office of the University Registrar

I plan to graduate (check one of the following):
Fall 20_____ **(December graduation)**
Spring 20_____ **(May graduation)**
Summer 20_____ **(August graduation)**

In order to submit a late graduation application, your Degree Progress Report (DPR) must indicate the successful completion or anticipated successful completion of all degree requirements (excluding the IP Grades/Currently Registered Courses requirement) and you must have no past-due financial obligations to UA or outstanding parking or library fines.

Please type or print legibly all requested information.

Last Name	First Name	Middle Initial	Student ID Number

Daytime Telephone number:	Email Address:

Degree/Major Plan Code	Degree/Major Plan Description

PLEASE NOTE:

► **Multiple Degrees:** A separate graduation application must be submitted for each degree sought.

► **Correspondence:** All correspondence will be sent to your University of Akron email account.

► **Commencement Participation:** You must have completed or be currently attending all courses necessary to satisfy the requirements of the degree for which you are applying in order to march in the commencement ceremony that you have indicated.

► **Commencement Program:** The University of Akron will print your name in the commencement program even if you have restricted the general release of directory information with the Office of the University Registrar. If you do not wish to have your name printed in the commencement program, please mark (X) this box ☐. Due to printing deadlines, it is not possible for your name to be printed in the commencement program if this application is received and/or processed within one month of the commencement ceremony.

Date	Student's Signature

To be completed by the student's Dean's Office (Undergraduate/Law) or Graduate School (Graduate):

The student above has received permission to turn in a late graduation application form for the _____ graduation. This application must be turned in within 5 working days of date below to remain valid.

Date	Dean	Dean's Signature

This form can not be processed without your Dean's signature.

This form will only be accepted from @uakron.edu or @zips.uakron.edu email addresses

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
   a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
   b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

Using Fill & Sign:

 Fill & Sign

The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.