- In order to earn a degree or certificate, students must <u>apply to graduate</u> on the Self Service Banner.
  - Please note the graduation application deadlines shown on this page.
  - Each degree or certificate requires the submission of a separate application.
- Students should verify their curriculum is their intended program of study (including all majors, minors, and certificates) prior to submitting the application
  - If you are earning a *certification* not a certificate, then you should confirm with the program if the Banner graduation application is required. Sometimes, certification programs will have different requirements.

### The steps involved for the graduation application are explained below.

1. Choose the curriculum term that you plan to graduate with. Likely this should be the most recent term showing to be available. NOTE: This is NOT choosing the intended term of graduation. You will select that next in the application.



2. Verify your curriculum plan selection. If you do not see the correct curriculum you wish to graduate with, you will need to contact the college/department to have this corrected. Do NOT proceed with your graduation application until this has been corrected. Curriculum updates are unable to be processed by the department once an application is submitted.

| 🗟 LEHIGH U                         | NIVERSITY   |  |   |
|------------------------------------|---|--|---|
| Main Menu Personal Information     | n Student Services Faculty Services Employee                      |  |   |
| Search                             | Go  |  | RETURN TO MENU   SITE MAP   HELP   EXIT               |
| CURRICULUM SELE                    | CTION   |  |   |
|                                    |   |  | Feb 24, 2021 03:45 pm                                 |
| Select a degree or certificate for | r this graduation application. You must apply separately for each | degree or certificate you plan to earn. You can graduate with different de | egrees or certificates in different terms, if needed. |
|                                    |   |  |   |
| Select Curriculum                  |   |  |   |
| Program 1                          |   |  |   |
| Master of Education                |   |  |   |
| Level:<br>Program:                 | Graduate<br>Master of Education                                   |  |   |
| College:                           | Education   |  |   |
| Major and Department:              | Educational Leadership, Education and Human Services              |  |   |
|                                    |   |  |   |
|                                    |   |  |   |

### 3. Select the term you wish to graduate. You can apply within one year of your intended graduation date.

| <b>BLEHIGH UNIVERSITY</b>   | Y  |   |
|---|--|---|
| Main Menu Personal Information Student Services Facul   | Ity Services Employee  |   |
| Search Go   |  | RETURN TO MENU   SITE MAP   HELP   EXIT   |
| GRADUATION DATE SELECTION   |  |   |
|   |  | Feb 24, 2021 03:45 pm   |
| Select a date for your expected graduation for this degree of   | or certificate. The date selected should reflect the semester you plan to complete all of your requirements for th | e selected degree or certificate.   |
| NOTE: This is NOT the date for the commencement cerem<br>requirements for the selected degree or certificate. | ony for degree seeking students. If you plan to attend the commencement ceremony, you will be able to indica       | e this later in the graduation application. The date selected on this page should reflect the semester you plan to finish all |
| Students who are not finishing their degree requirement<br>Services at ras@lehigh.edu.                        | nts should not apply for graduation simply so that they can attend the commencement ceremony. Stude                | nts who are not ready to graduate but would like to attend commencement should contact Registration & Academic                |
| If you do not see your anticipated graduation date displayed  | d, we may not be ready for you to apply for that future date. You can apply for graduation up to one year in adv   | ince.   |
| <ul> <li>indicates required field</li> </ul>  |  |   |
| Curriculum  |  |   |
| Program 1   |  |   |
| Master of Education   |  |   |
| Level:  | Graduate<br>Master of Education  |   |
| Program:<br>College:  | Education  |   |
| Major and Department:   | Educational Leadership, Education and Human Services   |   |
|   |  |   |
| Select Graduation Date  |  |   |
| Graduation Date: *  | None 🗸   |   |
|   | None   |   |
|   | Date:May 24, 2021 Term:2021 Spring Semester  |   |
| Continue  | Date:Aug 22, 2021 Term:2021 Summer Semester  |   |
|   | Date:Jan 23, 2022 Term:2021 Fall Semester  |   |

**4. Select your preference for attending the graduation ceremony.** You can attend any graduation ceremony within a year of your graduation (pre or post). Any questions about the actual ceremony event should be directed to University Events.

| 🖲 LEHIGH UNIVER                              | RSITY                        |                                   |  |                             |  |
|--|------------------------------|-----------------------------------|--|-----------------------------|--|
| Main Menu Personal Information Student Serv  | ices Faculty Services E      | mployee                           |  |                             |  |
| Search                                       | Go                           |                                   |  |                             | RETURN TO MENU   SITE MAP   HELP   EXIT  |
| GRADUATION CEREMONY SI                       | ELECTION                     |                                   |  |                             | Eab 04, 0001 02:45 pm  |
| Lehigh University holds one commencement ce  | eremony per year each Ma     | y. Selecting "Yes" below will add | you as a participant for the next commen | cement ceremony in May 20   | Feb 24, 2021 03:45 pm<br>021.  |
| You may participate in one commencement cer  | emony per degree earned.     | If you plan to attend a later com | mencement ceremony, please select "Yes   | s" and email Registration & | Academic Services at ras@lehigh.edu to have your attendance information updated. |
| Doctoral candidates will receive a separate  | email from University Ev     | ents to attend the Hooding Cer    | remony.                                  |                             |  |
| NOTE: Graduation applications must be submit | tted by April 23, 2021 in on | der to have your name included i  | n the ceremony program.                  |                             |  |
| Select Ceremony Attendance                   |                              |                                   |  |                             |  |
| Attend Ceremony:                             | <ul> <li>Yes</li> </ul>      | O No                              | Undecided                                |                             |  |
|  |                              |                                   |  |                             |  |
| Continue                                     |                              |                                   |  |                             |  |
|  |                              |                                   | [ View Transcript   View G               | Graduation Applications ]   |  |

**5. Select how you'd like your name to appear on your diploma.** It will appear how it is listed in the "Student Name" field if you select "current name"

| EHIGH UNIVERSI   | ГҮ  |  |   |
|--|---|--|---|
| Main Menu Personal Information Student Services F  | aculty Services Employee  |  |   |
| Search   | Go  |  | RETURN TO MENU   SITE MAP   HELP   EXIT         |
| DIPLOMA NAME SELECTION   |   |  | Feb 24, 2021 03;46 pm                           |
| You can select how your name appears on your diplom<br>diploma name after clicking Continue. | a. You can select your "Current Name" and make changes on the next page or entr | er a "New" name to start with a blank slate. Eithe | er way, you'll have an opportunity to edit your |
| <ul> <li>indicates required field</li> </ul>   |   |  |   |
| Name   |   |  |   |
| Name:  | Clutch M. Hawk  |  |   |
|  |   |  |   |
| Select a Name for your Diploma   |   |  |   |
| One of your Names: *   | Current Name (Clutch M. Hawk) ~   |  |   |
|  |   |  |   |
| Continue   |   |  |   |
|  | View Transcript View Graduation Applications   Name Change                      | Information ]                                      |   |

# 6. Verify diploma name information

| © LEHIGH UNIVERSITY  |   |   |  |
|--|---|---|--|
| Main Menu Personal Information Student Services Faculty Services   | Employee  |   |  |
| Search Go  |   |   | RETURN TO MENU   SITE MAP   HELP   EXIT              |
| DIPLOMA NAME SELECTION   |   |   |  |
|  |   |   | Feb 24, 2021 03:47 pm                                |
| Enter the name you would like on your diploma. If you elect to use any<br>appear exactly as you have typed it so double check your response be | i initials in your diploma name (e.g., only your middle initial instead of your full middle name), be sure to<br>fore submitting. | enter a period after each use of an initial to ensure your diplor | na name is printed correctly. Your diploma name will |
| <ul> <li>indicates required field</li> </ul>   |   |   |  |
| Name For Diploma   |   |   |  |
| First Name:  | Clutch  |   |  |
| Middle Name:   | M.  |   |  |
| Last Name: *   | Hawk  |   |  |
| Suffix:  |   |   |  |
|  |   |   |  |
| Continue   |   |   |  |
|  | I View Transmint I View Graduation Anninations I Name Channe Inform   | afinn 1   |  |

7. Select the type of mailing address for the diploma to be sent to (this will be based on what is on file in **Banner**). Diplomas are mailed to the address provided on the graduation application approximately 6-8 weeks following the degree awarding date, so you should select/enter an address that will be valid after your graduation. You should not send your diploma to your student PO box due to accessibility ending at the end of graduation term.

| <b>BLEHIGH UNIVERSITY</b>   |   |  |  |  |
|---|---|--|--|--|
| Main Menu Personal Information Student Services Faculty Services  | Employee  |  |  |  |
| Search Go   |   |  |  | RETURN TO MENU   SITE MAP   HELP   EXIT                    |
| DIPLOMA MAILING ADDRESS SELECTION   |   |  |  |  |
|   |   |  |  | Feb 24, 2021 03:47 pm                                      |
| Your diploma will be mailed to you after graduation. You may anticipa<br>this address approximately 6-8 weeks after graduation to receive | te receiving your diploma approximately 6-8 weeks after your graduation date. Ple<br><b>a your diploma.</b> Diplomas will not be delivered to campus addresses; you must se | ase select an existing<br>lect another address | address for your diploma to be mailed to or enter a "New" diplo<br>for your diploma. | ma mailing address. Be sure you will have access to        |
| INTERNATIONAL STUDENTS: Please note that diplomas will be ma<br>at your own pre-paid expense.   | illed standard USPS post. You may use the Office of International Affairs mailing a   | ddress for your diplom                         | a. Utilizing this address will allow you to pick up your diploma in                  | n that office or request expedited mailing of your diploma |
| If you elect this option, you should enter the following as your diplomation  | a address:  |  |  |  |
| Office of International Students and Scholars<br>Lehigh University - Coxe Hall<br>32 Sayre Drive<br>Bethlehem PA 18015                    |   |  |  |  |
| <ul> <li>indicates required field</li> </ul>  |   |  |  |  |
| Select an Address for your Diploma  |   |  |  |  |
| One of your Addresses: .  | None  | •  |  |  |
|   | None  |  |  |  |
| Continue  | New<br>Business (Registration & Academic Services)<br>– Employee Campus (Registration and Academic Services)  |  |  |  |
| RELEASE: 8.7.1  | Home<br>Mailing   | tion Applications ]                            |  |  |
| RELEASE: 0.7.1  |   |  |  |  |

# 8. Verify or modify the address.

| Main Menu Personal Information Student Services Faculty Services Employee |   |
|---|---|
| Search Go   | RETURN TO MENU   SITE MAP   HELP   EXIT |
| DIPLOMA MAILING ADDRESS SELECTION   |   |

Feb 24, 2021 03:48 pm

Please enter or edit your diploma address below. Your diploma will be mailed to you after graduation. You may anticipate receiving your diploma approximately 6-8 weeks after graduation. Be sure you will have access to this address 6-8 weeks after graduation to receive your diploma. INTERNATIONAL STUDENTS: Please note that diplomas will be mailed standard USPS post. You may use the Office of International Affairs mailing address for your diploma. Utilizing this address will allow you to pick up your diploma in that office or request expedited mailing of your diploma at your own pre-paid expense. If you elect this option, you should enter the following as your diploma address:

Office of International Students and Scholars Lehigh University-Coxe Hall 32 Sayre Drive Bethlehem PA 18015

indicates required field

#### Mailing Address For Diploma

| Street Line 1: •    | 27 Memorial Drive W |          |  |
|---------------------|---------------------|----------|--|
| Street Line 2:      |                     |          |  |
| Street Line 3:      |                     |          |  |
| City: •             | Bethlehem           |          |  |
| State or Province:  | PA                  | <b>~</b> |  |
| ZIP or Postal Code: | 18015               |          |  |
| Nation:             | United States       | ~        |  |
|                     |                     |          |  |

Continue

9. Verify Graduation Application Request

#### **BLEHIGH UNIVERSITY**

| BABDUATION APPLICATION SUMMARY  The ist instruction to graduate to transmission cancelule, sepacially nor diploma name and diploma naming address. Once you have neviceed the information, such and you application.  | Main Menu Personal Information Student Services Faculty Services Empl             | kayee  |  |                                 |
|---|---|--|--|---------------------------------|
| Part and the submitted for your application to growtake. How the information capacity oper depiewan and depiewan                       | Search Go   |  | RETURN T   | O MENU   SITE MAP   HELP   EXIT |
| The is the information that will be nuthritish for your application to graduate. Please write the information carefully, especially, your diploma name and diploma naming address. Once you have nerviewed the information, submit your application.  | GRADUATION APPLICATION SUMMARY  |  |  |                                 |
| Graduation Date         May 23, 2022<br>2023 Spring Sementer           Ceremony:         May 23, 2022<br>2023 Spring Sementer           Ceremony:         May           Ceremony:         May           Diplom Name         Image: Spring Sementer           Diplom Name         Image: Spring Sementer           Diplom Name         Image: Spring Sementer           Diplom Sementer         May           Streat Mare:         May           Mare:         May           Diplom Alling Address         Streat Mare:           Streat Mare:         Streat Mare:           Diplom Sementer         Streat Mare:           Crive:         Streat Mare:           Diplom Alling Address         Streat Mare:           Crive:         Streat Mare:           Crive:         Streat Mare:           Diplom Alling Address         Streat Mare:           Crive:         Streat Mare:           Diplom Alling Address         Streat Mare:           Crive:         Streat Mare: <td></td> <td></td> <td></td> <td>Feb 24, 2021 03:48 pm</td>   |   |  |  | Feb 24, 2021 03:48 pm           |
| My 23 2022<br>2022 Spring Semester           Ceremony           Attend Ceremony:           Visi           Oljona Name           Circle Name:<br>Last Name:           Oljona Malling Address           Diploma Malling Address           Circle Name:<br>Last Name:           Diploma Malling Address           Circle Name:<br>Circle Name:<br>Name of Education ID NO           Diploma Malling Address           Circle Name:<br>Name of Education ID NO           Diploma Malling Address           Circle Name:<br>Circle Name:<br>Name of Education ID NO           Name of Education ID NO<  | I his is the information that will be submitted for your application to graduate. | Prease review this information carefully, especially your optioma name and optioma mailing address. Once you n | ave reviewed the information, submit your application. |                                 |
| Ngr 23, 2022<br>2022 Spring Semester           Ceremony           Attend Ceremony:           Vis           Diploma Name           Circle           Diploma Name:           Code:           Midde Name:           Last Name:           Province:           27 Menoid Dr. W           Circle           Diploma Address           Circle           State of Province:           2015           Circle           Midate State           State of Province:           State of Pro  | Graduation Date   |  |  |                                 |
| Terms       222 Sping Semester         Ceremony:       Vel         Attend Ceremony:       Nel         Diploma Name:       Oxfor         Hidle Name:       Ma         Hidle Name:       Ma         Diploma Adlings Address       Ma         Extremoly:       27 Menorial Dr. W         City:       State or Province:         State or Province:       Pa         City:       State or fosciante         Mater of Education       Pa         City:       State or of Education         City:   |   | May 23 2022  |  |                                 |
| Atted Coremony:       Ve         Diplom Name       Cutch         Midde Name:       M.         Last Name:       M.         Diploma Address       Environment         Zife or Poulace:       Province:         Zife or Poulace:       Province:         Zife or Poulace:       Mater of Education         Last Name:       Mater of Education Name:         Last Name:       Education I.         Last Name:       Education I.         Last Name:       Education I.         E   | Term:   | 2022 Spring Semester   |  |                                 |
| Atted Coremony:       Ve         Diplom Name       Cutch         Midde Name:       M.         Last Name:       M.         Diploma Address       Environment         Zife or Poulace:       Province:         Zife or Poulace:       Province:         Zife or Poulace:       Mater of Education         Last Name:       Mater of Education Name:         Last Name:       Education I.         Last Name:       Education I.         Last Name:       Education I.         E   |   |  |  |                                 |
|   | Ceremony  |  |  |                                 |
| Trist man:       Club         Middle Name:       M.         Middle Name:       M.         Attame:       M.         State Name:       M.         Diploma Mailing Address       Club         State of Province:       27 Menofal Dr. W         State or Province:       Bethieren         Pa       Name:         State or Province:       PA         State or Province:       State or Province:         Curriculum       State or Province:         Program:       Graduate         Curriculum       State or Province:         Level:       Program:         Program:       Graduate         Eduction       Eduction         Curriculum       Eduction  | Attend Ceremony:  | Yes  |  |                                 |
| Trist man:       Club         Middle Name:       M.         Middle Name:       M.         Attame:       M.         State Name:       M.         Diploma Mailing Address       Club         State of Province:       27 Menofal Dr. W         State or Province:       Bethieren         Pa       Name:         State or Province:       PA         State or Province:       State or Province:         Curriculum       State or Province:         Program:       Graduate         Curriculum       State or Province:         Level:       Program:         Program:       Graduate         Eduction       Eduction         Curriculum       Eduction  | Diploma Name  |  |  |                                 |
| Number       M.         Last Name:       Haw         Last Name:       Haw         Haw       Haw   |   | Clutch   |  |                                 |
| Diploma Mailing Address Street Lue 1: 27 Memorial Dr. W Steine or Province: 28 Memorial Dr. W Steine or Province: 29 Street Province: 29 Street Province: 29 Street Province: 29 Steine | Middle Name:  | M.   |  |                                 |
| Street Lue 1:     27 Memorial DL W       City:     Behinem       State or Province:     Pa       21P or Postal Code:     18015  | Last Name:  | Hawk   |  |                                 |
| Street Lue 1:     27 Memorial DL W       City:     Behinem       State or Province:     Pa       21P or Postal Code:     18015  | Dinloma Mailing Address   |  |  |                                 |
| City:     Bethehem       Ster or Posital Code:     Posital Code       ZiP or Posital Code:     National Code  |   | 27 Memorial Dr. W  |  |                                 |
| ZIP or Postal Code:     18015       Curriculum  | City:   | Bethlehem  |  |                                 |
| Curriculum Program 1 Inter of Encurson Level: Program: College: Education College: Education Education Education and Human Services   |   | PA   |  |                                 |
| Program I.           Under of Education           Envelo         Graduate           Envelo         Education           College:         Education           Education and Human Services         Education and Human Services   | ZIP of Postal Code:   | 18015  |  |                                 |
| Program 1.           Under of Education           Level:         Graduate           Lowel:         Education           College:         Education           Lager and Department:         Education and Human Services  | Curriculum  |  |  |                                 |
| Level:     Graduate       Program:     Mater of Education       College:     Education       Bajor and Department:     Education and Human Services   | Program 1   |  |  |                                 |
| College:     Education       Major and Department:     Education and Human Services   | Level:  |  |  |                                 |
| Major and Department: Educational Leadership, Education and Human Services  | Program:  |  |  |                                 |
|   |   |  |  |                                 |
| Submit Request  | - mys. and a spartments   | cuucationiai Leavership, Education and Human Services  |  |                                 |
|   | Submit Request  |  |  |                                 |

### **Additional directions**

- If you need to update your address after the submission of the application, this is permitted up to two weeks prior to the degree award date through submission of <u>RAS Diploma Address Update Form</u>.
   Please note submission of this form will not update the address reflected on your application on Banner. The information collected on this form is updated prior to submitting the diploma order from our vendor.
- It is advised to carefully review your application prior to submission. Changes cannot be made once submitted. If changes would need to be completed, we would have to remove your application in order to complete the update.
  - If the graduation application needs to be removed for a curriculum update, name change, or deferral of application, then you should email this request to <u>RAS@lehigh.edu</u>