

Graduation Application Guide

- In order to earn a degree or certificate, students must [apply to graduate](#) 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.

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CURRICULUM TERM SELECTION

Feb 24, 2021 03:41 pm

Congratulations on your upcoming graduation! To start the graduation application process, please select the most recent term listed in the drop-down menu below to access the current degrees or certificates you are pursuing.

NOTE: This is not the semester you plan to graduate, but instead is simply retrieving your curriculum information from the system.

You will be able to specify the actual semester of graduation later during the graduation application process.

Select a Term:

- 2021 Spring Semester
- 2020 Fall Semester

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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.**

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CURRICULUM SELECTION

Feb 24, 2021 03:45 pm

Select a degree or certificate for this graduation application. You must apply separately for each degree or certificate you plan to earn. You can graduate with different degrees or certificates in different terms, if needed.

Select Curriculum

- Program 1
 - Master of Education
 - Level: Graduate
 - Program: Master of Education
 - College: Education
 - Major and Department: Educational Leadership, Education and Human Services

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

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GRADUATION DATE SELECTION

Feb 24, 2021 03:45 pm

Select a date for your expected graduation for this degree or certificate. The date selected should reflect the semester you plan to complete all of your requirements for the selected degree or certificate.

NOTE: This is NOT the date for the commencement ceremony for degree seeking students. If you plan to attend the commencement ceremony, you will be able to indicate this later in the graduation application. The date selected on this page should reflect the semester you plan to finish all requirements for the selected degree or certificate.

Students who are not finishing their degree requirements should not apply for graduation simply so that they can attend the commencement ceremony. Students who are not ready to graduate but would like to attend commencement should contact Registration & Academic Services at ras@lehigh.edu.

If you do not see your anticipated graduation date displayed, we may not be ready for you to apply for that future date. You can apply for graduation up to one year in advance.

• indicates required field

Curriculum

Program 1	
Master of Education	
Level:	Graduate
Program:	Master of Education
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
- Date: Aug 22, 2021 Term: 2021 Summer Semester
- Date: Jan 23, 2022 Term: 2021 Fall Semester

Continue

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.

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GRADUATION CEREMONY SELECTION

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Lehigh University holds one commencement ceremony per year each May. Selecting "Yes" below will add you as a participant for the next commencement ceremony in May 2021.

You may participate in one commencement ceremony per degree earned. If you plan to attend a later commencement ceremony, please select "Yes" and email Registration & Academic Services at ras@lehigh.edu to have your attendance information updated.

Doctoral candidates will receive a separate email from University Events to attend the Hooding Ceremony.

NOTE: Graduation applications must be submitted by April 23, 2021 in order to have your name included in the ceremony program.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

Continue

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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"



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DIPLOMA NAME SELECTION

Feb 24, 2021 03:46 pm

You can select how your name appears on your diploma. You can select your "Current Name" and make changes on the next page or enter a "New" name to start with a blank slate. Either way, you'll have an opportunity to edit your diploma name after clicking Continue.

* indicates required field

Name

Name:

Select a Name for your Diploma

One of your Names: *

Continue

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6. Verify diploma name information



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DIPLOMA NAME SELECTION

Feb 24, 2021 03:47 pm

Enter the name you would like on your diploma. If you elect to use any initials in your diploma name (e.g., only your middle initial instead of your full middle name), be sure to enter a period after each use of an initial to ensure your diploma name is printed correctly. Your diploma name will appear exactly as you have typed it so double check your response before submitting.

* indicates required field

Name For Diploma

First Name:	<input type="text" value="Clutch"/>
Middle Name:	<input type="text" value="M."/>
Last Name: *	<input type="text" value="Hawk"/>
Suffix:	<input type="text"/>

Continue

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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.

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DIPLOMA MAILING ADDRESS SELECTION

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Your diploma will be mailed to you after graduation. You may anticipate receiving your diploma approximately 6-8 weeks after your graduation date. Please select an existing address for your diploma to be mailed to or enter a "New" diploma mailing address. **Be sure you will have access to this address approximately 6-8 weeks after graduation to receive your diploma.** Diplomas will not be delivered to campus addresses; you must select another address for 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 - Coxie Hall
32 Sayre Drive
Bethlehem PA 18015

* indicates required field

Select an Address for your Diploma

One of your Addresses: *

- None
- None
- New
- Business (Registration & Academic Services)
- Employee Campus (Registration and Academic Services)
- Home
- Mailing

Continue

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8. Verify or modify the address.

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DIPLOMA MAILING ADDRESS SELECTION

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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-Coxie Hall
32 Sayre Drive
Bethlehem PA 18015

* indicates required field

Mailing Address For Diploma

Street Line 1: *

Street Line 2:

Street Line 3:

City: *

State or Province:

ZIP or Postal Code:

Nation:

Continue

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9. Verify Graduation Application Request



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GRADUATION APPLICATION SUMMARY

Feb 24, 2021 03:48 pm

This is the information that will be submitted for your application to graduate. Please review this information carefully, especially your diploma name and diploma mailing address. Once you have reviewed the information, submit your application.

Graduation Date	
Date:	May 23, 2022
Term:	2022 Spring Semester
Ceremony	
Attend Ceremony:	<input checked="" type="checkbox"/> Yes
Diploma Name	
First Name:	Clutch
Middle Name:	M.
Last Name:	Hawk
Diploma Mailing Address	
Street Line 1:	27 Memorial Dr. W
City:	Bethlehem
State or Province:	PA
ZIP or Postal Code:	18015
Curriculum	
Program 1:	Master of Education
Level:	Graduate
Program:	Master of Education
College:	Education
Major and Department:	Educational Leadership, Education and Human Services

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 [RAS Diploma Address Update Form](#). **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 RAS@lehigh.edu