



# GRADUATION APPLICATION (UNDERGRADUATE)

PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA

Name: \_\_\_\_\_  
(First) (Middle name or initial) (Last)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Graduation Gown Height Range\*: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*See Page 2 for sizing chart. Include heel height if applicable*

I expect to complete all graduation requirements following the:  Spring  Summer  Fall Term

I plan on participating in the next Spring graduation ceremony:  \*Yes  \*\*No

*\*In order to participate, this application must be received by November 15. Ceremony details will be sent upon receipt of this application.*

*\*\*If not participating in ceremony, diploma will be mailed directly to the graduate 6-8 weeks after completion of all requirements.*

Degree Earned:  Bachelor of Arts Degree  Associate of Arts Degree

Major: \_\_\_\_\_ Concentration: \_\_\_\_\_  
(if previously selected)

### I UNDERSTAND THAT:

My degree will not be conferred until I complete *all* degree requirements

- To participate in the Spring commencement ceremony, I must be enrolled in all required coursework and, if necessary, be registered for remaining coursework (up to only 6 credits) to be complete no later than August 31<sup>st</sup> following the graduation.
- For work done outside of Pillar College, including CLEP exams, Prior Learning credits, Transfer Credits, I must provide official documentation to the Registrar's Office by December 1<sup>st</sup> in order to verify eligibility.
- Graduation candidate must submit a completed Graduation Application and Degree Audit to the Registrar's Office no later than November 15, 2018.
  - Please discuss the Degree Audit with your Academic Advisor.
  - A late fee of \$25 will be assessed each month, beginning 30 days after the deadline.
- A non-refundable \$125 graduation fee will be applied to my Student Account upon receipt of this application and must be paid to participate in Commencement Ceremonies. The graduation fee is mandatory, regardless of participation in Commencement Ceremony.
- No diplomas or transcripts shall be released if a financial hold exists on my account.
- I am not considered a graduate of Pillar College until ALL graduation and financial obligations have been met.

To the best of my ability, I will meet all graduation requirements as outlined above before the selected commencement date. (Graduation fee will be charged on student's account upon receipt of this application.)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Options to Submit Form to the Registrar's Office:

1. Email: Fill out digitally, Save to Computer and Email to [Registrar@pillar.edu](mailto:Registrar@pillar.edu)
2. Fax: Print and Fax to the Registrar's Office: 973-556-1154
3. Mail: Office of the Registrar  
Pillar College  
60 Park Place, Suite 701  
Newark, NJ 07102

Gown Sizing Guidelines

Height Range	Regular Weight Range	*PLUS 1 Weight Range	*PLUS 2 Weight Range
4'10" - 5'0"	up to 159	160-219	220-280
5'1" - 5'3"	up to 179	180-239	240-300
5'4" - 5'6"	up to 199	200-264	265-330
5'7" - 5'9"	up to 229	230-294	295-360
5'10" - 6'0"	up to 259	260-329	330-400
6'1" - 6'3"	up to 284	285-354	355-425
6'4" - 6'6"	up to 309	310-384	385-460
6'7" - 6'9"	up to 329	330-404	405-480
6'10" - 7'0"	up to 349	350-429	430-510

\*If the height and weight exceeds the above guidelines, it is required to get the following measurements in addition to the height and weight: Chest, Hip and Sleeve length

\*A wheel chair gown is a custom made gown that opens in the back with a zipper in the front. This requires the following measurements: Chest, Arm length and Height; if applicable.

=====For Office Use Only=====

Dean/Chair Approval: \_\_\_\_\_ Date Received: \_\_\_\_\_

Registrar Approval: \_\_\_\_\_ Date Received: \_\_\_\_\_

Financial Aid Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Student Accounts Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_