

# EASTERN KENTUCKY UNIVERSITY

## College of Health Sciences

### GRADUATION APPLICATION PACKET INSTRUCTIONS

The following instruction should help the graduation candidate to prepare ALL the paperwork needed for graduation. Please read the following directions *very carefully*.

When you complete the procedure listed below, you will be ready to **submit** the items as your Graduation Application Packet.

#### **PROCEDURE FOR COMPLETING THE GRADUATION APPLICATION PACKET**

**Steps 1 and 2 must be completed in order to process the application.**

**Step 3 should be completed ONLY if you are participating (walking) in a graduation ceremony different from your actual graduation data.**

#### **1. Graduation Application/Alumni Association Information Sheet**

- Download application [[PDF](#)]
- Complete the application and print. *An incomplete application will not be processed and will be returned to you.* (Note: Your name will appear on your diploma as indicated on your application. Also, your diploma will be mailed to the permanent address as indicated on your application.)

#### **2. Survey Completion Page**

- Disable the pop-up blocker on the browser if you are having trouble accessing any of the links below. *Also, if a page appears "There is a problem with this website's security certificate", this is normal. It is just a safety measure your computer uses to ensure that it is communicating with the correct website. Please click "Continue to this website (not recommended)".*
- Complete the survey and **submit**.
- Print the **Completion Verification Form** for each survey you complete.
- Include the Completion Verification with your Graduation Application Packet.
- **SURVEYS**
  - **Everyone** ["Survey of Undergraduate Degree Candidates"](#)
  - Majors with Education Option
    1. [Professional Education "Technology Questionnaire"](#)
    2. [Professional Education "Survey of Undergraduate Degree Candidates"](#)



3. **Walk Through Form** (*This form is only needed if you will be walking in a semester other than when you plan to graduate*)

This can be downloaded as a [\[PDF\]](#). This must be completed if you are unable to attend your graduation ceremony and choose to "walk through" the ceremony in the prior semester. Please print, complete, and then submit the Walk Through Form to Sheila Adkins in Rowlett 205B.

### **Submit Your Graduation Application Packet**

When you have all the items listed above in Steps 1 and 2 for your Graduation Application Packet, please **mail, fax, or hand deliver** to Sheila Adkins or Julie Robinson as [appropriate for your major](#).

Eastern Kentucky University  
College of Health Sciences  
521 Lancaster Road  
Rowlett 203  
Richmond, KY 40475-3102

**FAX 859 622 1140**

DEADLINES FOR SUBMITTING THE GRADUATION APPLICATION PACKET ARE AS FOLLOWS:

**Fall Candidates for December Graduation - April 30**

**Spring Candidates for May Graduation - October 31**

**Summer Candidates - October 31** (*Note: There is NO graduation ceremony in the summer. You must fill out a "Walk Through Form" and choose to participate in the graduation ceremony in the Spring prior to your actual degree completion semester or in the Fall after your degree has been completed.*)

For additional information, please visit EKU's Registrar page for [Graduation Information](#).

