

Office of Admissions and Records

Undergraduate Certificate Graduation  
Application Deadline Appeal Form

Application for graduation from undergraduate certificate programs are accepted online until Oct 1st (Fall), Mar 1st (Spring), or June 1st (Summer). Appeals to the application deadline are accepted at the Office of Admissions & Records until the last day of the graduation term.

1. If you fail to meet the certificate graduation application deadline for the semester in which you will complete your graduation requirements, you may submit this appeal at the Office of Admissions and Records. When the form is processed (within 10 business days), the \$95 application fee will show as due in your MyNEVADA account. After the fee appears, you will have 3 days to pay it before a hold will be placed on your account.
2. Before submitting this form, review your Academic Advising Report with your academic advisor. Advising Report for the certificate must show all requirements complete with in-progress work.
3. If, after grades are posted at the end of the current semester, you have completed all requirements, your certificate will be posted on your transcript, and your certificate will be mailed to you.
4. If, after grades are posted at the end of the current semester, you have not completed all requirements, no certificate will be posted. In that case, you must submit another application for graduation for the term in which you will complete all certificate requirements.
5. Your name will not appear in any graduation publications (the graduation program or newspaper listing of graduates).
6. Students who graduate from a certificate program only are not eligible to participate in a commencement ceremony.

Name \_\_\_\_\_ NSHE ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

1. I will complete the requirements for the \_\_\_\_\_ certificate in May 20\_\_\_\_, August 20\_\_\_\_, December 20\_\_\_\_.
2. All of the requirements on my Academic Advising Report are complete pending successful completion of the coursework in which I am currently enrolled. Initial \_\_\_\_\_
3. I understand that my name will not appear in ANY graduation publications. Initial \_\_\_\_\_
4. I understand that if I do not graduate at the end of the current term, I must submit a new graduation application for the term in which I will complete all requirements. I understand that the graduation application fee is due with each submission. Initial \_\_\_\_\_
5. I understand that my undergraduate registration for future term(s) will be cancelled when this form is processed unless I have also submitted a new application for admission as either a graduate special or a baccalaureate student. Initial \_\_\_\_\_

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For Office Use Only  Approved  Denied

Evaluator \_\_\_\_\_ Date \_\_\_\_\_