Student Guide to Submitting an Online Graduation Application

Students approaching the completion of their degree or certificate are required to submit a Graduation Application. Students are encouraged to submit their application one term ahead of the term in which they intend to graduate. This alerts the registrar team and your program/Student Services office to review your record for completion. (By submitting early your financial Aid can cover any applicable fee as well).

In AUView, under “Academic Profile,” select Graduation Application
Select the **program** you are applying to graduate from by clicking “Apply”:

If you don’t see the correct program listed, *do not submit your application*; instead, contact your registrar@antioch.edu, we will work with you and your campus to update your record.

Choose the **term** you are applying to graduate from. Be sure to select a quarter-based term or semester-based term in conjunction with your program:
The term will most often be your last term of registration. If you have incomplete work (INC or INP grades), the term in which you complete your work is your term of graduation. All student work must be submitted to faculty by the end of the term in order to qualify for conferral.

Students may apply in their final term of registration or one term before (recommended), but no earlier. Future terms will become available as they are opened for application.
Tell us how you would like your name to appear on your diploma:

The default (first name, middle initial, last name) will appear unless you specify otherwise:

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Graduation Application

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Joe R. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Term *</td>
<td>Please Select</td>
</tr>
<tr>
<td>Preferred Name on Diploma *</td>
<td>Joe R. Student</td>
</tr>
</tbody>
</table>

Marriage & Family Therapy

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Master of Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>Marriage &amp; Family Therapy</td>
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Please note this is only for your diploma and does not change your official Antioch record. If you have changed your name, please submit a request with updated identification to registrar@antioch.edu.

Tell us where to send your diploma:

The diploma will ship to the address on your record, which is displayed for you:

Diploma Mailing Address

- Ship to preferred mailing address
  23 Chilmark Ct,
  Bear, DE 19701
- Ship to a new address
  Address Line 1*
  80 Park Ave
  Address Line 2
  Keene
  State/Province*
  New Hampshire
  ZIP/Postal Code*
  03431
You have the option of having it sent to another address. Select ‘ship to a new address’ and enter the address where you would like your diploma sent (street address required):

**Diploma Mailing Address**

- **Ship to a new address**
- **Outside US/Canada**

*Address Line 1 *

40 Avon St

*Address Line 2 *

*City *

Keene

*State/Province *

New Hampshire

*ZIP/Postal Code *

03431

This does not change your address anywhere else in our system. If you would like to change your address of record use the ‘Update My Contact Information’ menu option in AUView.
Once your diploma information is entered review your application before clicking “Submit”:

Once you have submitted your application you will receive a confirmation message:

You will also receive a confirming email in your Antioch gmail account:

Congratulations on nearing the completion of your degree program!
This message confirms receipt of your graduation application...

Important Notes

- All students are required to submit a Grad App for each completed program, regardless of whether or not it results in a degree.
- Current billing practices are in place for individual campuses.
Submission of your graduation application does not indicate approval to graduate, rather it initiates a review of your record by campus and registrar staff. Student records are reviewed manually for completion of all requirements including posting of evaluations and meeting the minimum credit requirements. Take this time to check out your Academic Profile in AUView where you can review your Credit History and Degree Audit for any items that may need follow-up.

At present, current campus policy is being followed regarding the charging of a graduation application fee. If your campus currently charges a graduation fee you will be charged within a few days of submitting your application.

Graduation Applications are good for up to one year. If you do not complete your program within two terms of submitted you will need to submit a new application for your expected final term of registration.

○ If duplicate billing is a concern please contact us and we will work with Student Accounts to make sure no student is charged for a duplicate application.

If you have questions about submitting your Graduation Application please contact the Registrar Team at registrar@antioch.edu