

PETITION FOR EARLY CERTIFICATION OF DEGREE AWARDED

OFFICE OF THE REGISTRAR

11000 University Parkway, Bldg 18 Pensacola, FL 32514
Telephone: 850.474.2244 Fax: 850.473.7345
registrar@uwf.edu

Degrees are not awarded until final grades have been officially posted by instructors and reviewed by the Office of the Registrar; this occurs once, at the end of every semester. Early Certification will be processed once anticipated final grades are received and the advisor, department chair, and dean confirm the student is on track to graduate. Students are responsible for ensuring this form is completed in it's entirety.

Documentation and Justification for Request: Student should provide a typed rationale identifying the reason for Early Certification. A copy of a job offer, statement from academic institution requiring degree earned, school board letter, statement from military, etc. must also be provided.

UWF ID Number: _____ Name: _____

UWF Email: _____ Phone Number: _____

Degree (BA, BS, MA, etc.): _____ Major/Minor: _____

Expected Graduation Term: _____ **Student Signature:**

Check if Certification will be picked up. Mailing address if certification is to be mailed: _____

| Course Information (CRN, Subject, Course #) | Expected Grade | Instructor Signature |
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APPROVALS

(REQUIRED- To be obtained by student)

I certify that upon successful completion of the courses listed above, the student will meet all departmental requirements for the degree indicated and that the student has a completed graduation application in an "On Track to Graduate" status.

Advisor Signature: Date:

Department Chair Signature: Date:

I certify that upon successful completion of the courses listed above, the student will meet all college requirements for the degree indicated.

Dean of College Signature: Date:

REGISTRAR OFFICE USE ONLY:

University Requirements met: _____ Date Letter Prepared: _____ Prepared by: _____

Yes No