

**JOHN CARROLL UNIVERSITY**  
**Graduate Business Programs**  
**Boler School of Business**  
**PROCEDURES FOR FILING FORMAL APPLICATION FOR DEGREE**

Each student is required to file a Formal Application for Degree. The application initiates a formal evaluation of degree credits earned. After the evaluation is completed, the student is informed in writing of any remaining degree requirements. Deadlines for the filing of the application are as follows:

- the **FOURTH MONDAY OF NOVEMBER** for graduation the following Spring
- **FEBRUARY 15th** for graduation in Summer
- the **SECOND MONDAY OF JULY** for graduation in Winter

A student who does not meet these deadlines must pay a late fee and may find that the degree program cannot be completed when planned.

These steps should be taken to properly file the Formal Application for Degree:

- Complete all the information pertaining to your degree program on the attached forms. Not all information requested refers to all degrees.
- If for some reason you do not graduate when you originally planned, you must reactivate the application by completing a new “DECLARATION OF INTENT” and “CAP & GOWN ORDER FORM” when you again plan to graduate. This should be done by the usual deadlines stated above.
- Return the three forms listed above to the Office of Graduate Business Programs Boler School of Business (SB 117). The forms may be returned by mail or in person. The Office of Graduate Business Programs will then evaluate your application and inform you in writing of its status when the evaluation has been completed.