



UNIVERSITY REGISTRAR SERVICES  
Graduation  
PO Box 870312  
Tempe, AZ 85287-0312  
Phone: (480) 965-3256  
graduation@asu.edu  
<https://students.asu.edu/graduation>

## Session A Degree Conferral Request

Students who have completed all degree requirements after the completion of session A courses can choose to have their degree conferred early. Complete this form to request that your degree be posted after the completion of session A.

Name: \_\_\_\_\_

ASU ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Term: ☐ Fall ☐ Spring ☐ Summer Year \_\_\_\_\_

Are you in Barrett, The Honors College? ☐ Yes ☐ No

### Eligibility

- Students must have already applied for graduation and paid the appropriate fee.
- Student must have completed all degree requirements prior to the Session A conferral date
- Student may not be enrolled in Session B or Session C courses for that same semester

### Graduate Student Requirements

- Graduate students completing a thesis, dissertation, or other document required to go through format review must receive final format approval from the Graduate College and ProQuest completion by the Session A conferral date.
- Students should email [gradformat@asu.edu](mailto:gradformat@asu.edu) to notify the Graduate College of a session A degree conferral request.

### Enrollment Considerations

- Students will not be able to begin a new ASU degree program until the subsequent semester, i.e. a student can't graduate after session A and start a new degree program in session B.
- Students will not be eligible to re-enroll after the conferral date in the term a degree has posted.
- Once a degree is conferred, changes to the academic record are not permitted.

### Financial Aid Considerations

- A degree being posted after session A for a Fall, Spring, or Summer may impact a student's financial aid or loan pay-back date.
- Students should contact Financial Aid and Scholarship Services at 855-278-5080 to identify any and all consequences related your degree being conferred after session A.

### Completion Letter

- For students who do not wish to request early conferral, a [completion letter](#) can serve to verify that a student's degree requirements have been completed. This letter will be generated, upon the student's request, for professional organizations, employers, schools, or other third parties.

### Missing or Unsatisfied Requirements

- If your degree cannot be conferred for session A then it will be reviewed again at the end of the semester (after session B & C)

### Please read and acknowledge the following:

By submitting this form, I acknowledge my responsibility to verify that my diploma mailing address and diploma name are correctly displayed on MyASU and that I am aware of the enrollment and financial aid considerations outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Downtown Phoenix campus**  
University Center Bldg - 130  
University Registrar's Office  
411 N. Central  
Phoenix, AZ 85004  
602-496-4372  
Fax: 602-496-0376  
Email: registrar@asu.edu

**Polytechnic campus**  
Administration Building  
University Registrar's Office  
5990 S. Sterling Mall.  
Mesa, AZ 85212  
480-727-1142  
Fax: 480-727-1008  
Email: registrar@asu.edu

**Tempe campus**  
Student Services Building—Rm. 140  
University Registrar's Office  
PO Box 870312  
Tempe, AZ 85287  
480-965-3256  
Fax: 480-965-3628  
Email: registrar@asu.edu

**West campus**  
University Services Building - Rm 101  
University Registrar's Office  
PO Box 37100  
Phoenix, AZ 85069  
602-543-8203  
Fax: 602-543-8312  
Email: registrar@asu.edu