



Registrar's Office

Willamette University
900 State Street
Waller Hall 1st Floor
Salem, OR 97301
registrar@willamette.edu

Salem Undergraduate Degree Completion Plan

Required for participation in the May 19, 2024 Salem Undergraduate Commencement Ceremony

Name: _____	Student ID Number: _____
Email Address: _____	
Upon successful completion of outstanding requirements, I wish to have my degree conferred on:	
<input type="checkbox"/> August 31, 2024 (Official transcripts for transfer credit due in Registrar's Office by August 16, 2024)	
<input type="checkbox"/> January 15, 2025 (Official transcripts for transfer credit due in Registrar's Office by January 3, 2025)	
<input type="checkbox"/> May 18, 2025 (Official transcripts for transfer credit due in Registrar's Office by May 10, 2025)	

Please review your current degree audit and list each remaining incomplete requirement below.

Outstanding Requirement 1:

Name of requirement: _____
I will complete this requirement with:
<input type="checkbox"/> Willamette University Course Number: _____
<input type="checkbox"/> Transfer Credit (attached is a completed Transfer Credit Request form)
<input type="checkbox"/> Transfer Credit (I will submit a Transfer Credit Request form at a later date)

Outstanding Requirement 2:

Name of requirement: _____
I will complete this requirement with:
<input type="checkbox"/> Willamette University Course Number: _____
<input type="checkbox"/> Transfer Credit (please attach a completed Transfer Credit Request form)
<input type="checkbox"/> Transfer Credit (I will submit a Transfer Credit Request form at a later date)

*Attach additional pages if necessary.

Student Signature: _____ Date: _____

Registrar's Office Use Only:

Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
By: _____ Date: _____
Copy of completed form emailed to student: <input type="checkbox"/> Date: _____