

REQUEST TO GRADUATE WITH A LOWER AWARD

Page 1 of 2

Instructions for Students Complete Page 1 only (Sections 1-4)

This form is to be completed by students who are currently enrolled in an articulated set of courses and who wish to take out the lower level award – ie University Certificate or Diploma from a Bachelor level course or a Graduate Certificate or Diploma from a Masters or Graduate Diploma level course.

➤ **Please seek the advice of your Course Coordinator or Course Director before submitting this request.**

There may be a [Graduation fee](#) associated with this request and if applicable, this fee can be paid online. Note: your request cannot be processed until the appropriate payment has been received.

➤ **This form can be completed online and saved.** Attach the form and supporting documents to an email and submit to dso@csu.edu.au.

➤ **Make sure you add your CSU Student Number to the subject line of your email.**

➤ **Deadline for submission:** [Census date](#) of the session in which you will complete the course requirements for the lower award.

1. Your Details

Email:

Student Number:

Family Name(s):

Given Name(s):

2. Your Course Details

I am currently enrolled in

Course Name:

Course Code:

I wish to graduate with the following lower level award:

I intend to:

continue my study in the higher level course(s) in this articulated set of courses. [Graduation fee applies.](#)

exit from this articulated set of courses and cease studying. *No Graduation fee is applicable in this case.*

I wish to graduate:

in absentia through the University Council (meetings held monthly February - October). NB you cannot then graduate at a formal graduation ceremony.

at the next graduation ceremony. See the [Graduation Ceremonies](#) pages for dates.

3. Payment DetailsI have paid the prescribed [fee online](#) to CSU Finance.**Date Paid:****4. Declaration**

In submitting this form I declare the information in this application and any documentation supporting it, will be correct and complete.

Date:**Email completed form to:** dso@csu.edu.au

