



Registrar's Office,  
[registrar@willamette.edu](mailto:registrar@willamette.edu)



## PNCA Degree Completion Plan

Required for participation in the May 18, 2025 Pacific Northwest College of Art 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, 2025 (Official transcripts for transfer credit due in Registrar's Office by August 15, 2025)  |                          |
| <input type="checkbox"/> January 15, 2026 (Official transcripts for transfer credit due in Registrar's Office by January 2, 2026) |                          |
| <input type="checkbox"/> May 17, 2026 (Official transcripts for transfer credit due in Registrar's Office by May 9, 2026)         |                          |

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

Note that PNCA students must be within 3 or fewer credits of completing their degree requirements to walk in the commencement ceremony. Students with more than 3 credits outstanding may petition to walk.

### 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 <b>Transfer Credit Request</b> form)         |
| <input type="checkbox"/> Transfer Credit (I will submit a <b>Transfer Credit Request</b> 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 <b>Transfer Credit Request</b> form)       |
| <input type="checkbox"/> Transfer Credit (I will submit a <b>Transfer Credit Request</b> 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: _____ |