

Are you completing all of your program requirements by the end of Spring 2020 or Summer 2020. If so, the deadline to submit your Petition to Graduate (PTG) is **Monday, December 16, 2019**.

Please Note: You are required to submit a PTG whether or not you plan to participate in the Spring Commencement ceremony on *Saturday, May 9, 2020*. **Submitting a PTG and/or participating in the commencement ceremony does NOT guarantee degree conferral. All university requirements must be met to officially award your degree.**

**** For a complete list of deadlines and contact information [PTG Timeline for Students](#).**

The PTG Process:

1. Review the PTG Timeline and Complete the PTG form available [here](#). Print the form after entering your personal information. **Please note that digital signatures cannot be accepted.**
2. Please refer to the information below to determine where to submit your completed PTG form.
3. Once the PTG form is approved and signed by your faculty advisor, it is submitted to the Registrar's Office for processing.
4. A confirmation of receipt will be sent to your HPU email account within 5-7 business days of your PTG's arrival at the Registrar's Office.

Key Offices and PTG Information:

- Contact your faculty advisor for majors in the Colleges of Business, Health and Society, Liberal Arts, and Natural and Computational Sciences. The faculty advisors conduct the academic audit of your degree requirements.
- University Relations handles the ceremony exercises. For more information about the commencement ceremony and related deadlines, please visit: www.hpu.edu/graduation or commencement@hpu.edu
- Financial Aid Office - financialaid@hpu.edu; (808) 544-0253, UB 201.
- Registrar's Office - ptg@hpu.edu; (808) 544-9383, UB 216.
- Business Office – An account balance hold does not prevent a student from submitting a PTG but it will stop HPU from issuing your diploma and transcripts until the hold is resolved. If you have an account balance hold on your record, please contact the Business Office at businessoffice@hpu.edu or 808-356-5272 to make arrangements to clear the hold.

Main Campus Students

Undergraduate Students*:

To complete this process, drop off your completed PTG form with your faculty advisor:

- **College of Business** – Pioneer Plaza– 600 / Tele. (808) 544-0283
- **College of Health and Society** – Water Front Plaza (WP1-400) Tele. (808) 236-5808
- **College of Liberal Arts** – Water Front Plaza (WP6-313) Tele. (808)544-9340
- **College of Natural and Computational Sciences** – Hawaii Loa Campus / Water Front Plaza (WP4-200) Tele. (808) 356-5279

You may also schedule an appointment with your faculty advisor by contacting the respective Colleges listed above.

*For students who are majoring in a **College of Professional Studies** program (Criminal Justice, Elementary Education, or Public Administration) please email your PTG form to Yvonne Vance, yvance@hpu.edu

Graduate Students:

Graduate students should follow the procedures for your degree program described below. While a meeting with your advisor is not required, if you are in need of academic advising, please contact your graduate coordinator or faculty advisor directly or the Downtown Campus Academic Advising Center at (808) 544-1198 for assistance.

- **COLLEGE OF BUSINESS** degrees: After completing the PTG form, please return the form to the appropriate program administrator listed below either in person or at the COB Office, located at 900 Fort Street, Suite 600 (PL Building, 6th Floor), or email it to your designated program administrator:
 - Master of Business Administration (MBA) – Bei Zeng (bzeng@hpu.edu)
 - Master of Science in Information System (MSIS) – Ed Souza (esouza@hpu.edu)
 - Professional Certificate in Information System – Ed Souza (esouza@hpu.edu)

 - Master of Arts in Human Resources Management (HARM) – Harm-Jan Steenhuis (hsteenhuis@hpu.edu)

 - Master of Arts in Organizational Development (MAOC) – Ken Rossi (krossi@hpu.edu)
 - Master of Arts in Organization Development and Change (MAODC) – Ken Rossi (krossi@hpu.edu)
 - Professional Certificate in Organization Development and Change – Harm-Jan Steenhuis (hsteenhuis@hpu.edu)
 - Professional Certificate in Human Resource Management – Harm-Jan Steenhuis (hsteenhuis@hpu.edu)

- **EDUCATION** majors: Please submit your PTG form to Roger Kiyomura at rkiyomura@hpu.edu.

- **MARINE SCIENCE** majors: Please contact Melissa Eyre (meyre@hpu.edu) at Oceanic Institute to start your PTG process.

- **NURSING** majors: Please submit your PTG form to your Faculty Advisor, Michelle Johnson in person or at mjohnson@hpu.edu.

- **PUBLIC ADMINISTRATION** majors: Please submit your PTG form to your Faculty Advisor, Sheryl Sunia, in person or at ssunia@hpu.edu.

- **PUBLIC HEALTH** majors: Please submit your PTG form to your Faculty Advisor, Lyndall Ellingson in person or at lellingson@hpu.edu.

- **SOCIAL WORK** majors: Please submit your PTG form to your Program Director, Peter Mataira, in person or at pmataira@hpu.edu.

- **MA COM**, Please submit your PTG form to Dr. Timothy Fallis. tfallis@hpu.edu

- **MA DMS**, Please submit your PTG form to Dr. Russell Hart, rhart@hpu.edu

- **MA GLSD**, Please submit your PTG form to Dr. Adam Burke, aburke@hpu.edu
 - **MS TESOL**, Please submit your PTG form to Dr. Kenneth Cook, kcook@hpu.edu
 - **ALL OTHER** majors: If you are not in a program listed above, please submit your completed PTG form to the Downtown Campus Academic Advising Office (UB 123) in person or at advising@hpu.edu
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College of Business On-base Students

- Please submit your PTG forms as follows –
 - Main Campus CPS Students – yvance@hpu.edu
 - Hickam/Air Force Students – hickam@hpu.edu
 - Pearl Harbor/Navy Students – pearl@hpu.edu
 - Kaneohe/Camp Smith Students – kaneohe@hpu.edu
 - Schofield/Tripler Students – schofield@hpu.edu
 - Off-Island Active Duty Army Students – goarmyed@hpu.edu