



APPLICATION TO GRADUATE
Degree—Diploma—Certificate

Instructions: Complete this form with your advisor and submit to the Office of Student Affairs one term prior to your anticipated graduation date. Be sure all information is correct. All academic and financial aid obligations must be met prior to graduation (see catalog for requirements). Diploma and Degree graduates who plan to participate in the ceremony are assessed a \$35 fee* to help defray the costs (includes cap & gown and diploma cover) and are expected to adhere to graduation rules. A \$10 fee* is required to have your diploma/degree/certificate sent to you by certified mail, or you may pick it up from the Office of Student Affairs. Certificates will be available within 6 weeks after completion date. If you do not apply within the fiscal year of your graduation, a \$25 fee* is required to have your diploma/degree/certificate printed. *Fees are subject to change without notice.

STUDENT

Print Name _____ Student ID# _____

(This is exactly how it will appear on your diploma/degree/certificate)

Mailing Address* _____ City _____ State _____ Zip _____

*The address, if different, will be updated in the Banner computer system.

Home phone (____) _____ Other phone (____) _____ Email _____

(Circle one) Diploma/Degree/Certificate Program name (as listed in catalog) _____

Specializations, if any _____ Anticipated Completion Date ____/____/____

(If you are requesting more than one award, please complete a separate application for each award.)

Do you plan to participate in the ceremony (DIPLOMA/DEGREE ONLY)? (see instructions above) Y N If yes, pay \$35 fee.

Please check location desired for graduation: () Flint Campus—Fall () Griffin Campus—Spring

Signature _____ Date _____

Employment Status: (You must choose one)

- [] Employed in Field [] Employed in Related Field [] Employed in Unrelated Field
[] Unemployed [] Continuing Education/Unemployed [] Serving in the Military
[] Unavailable for Employment [] Continuing Education & Employed in Field [] Refused Employment Offers
[] Continuing Education/Employed in Related Field [] Continuing Education/Employed in Unrelated Field

Employer _____ Job Title _____

ADVISOR

Which term will this student be eligible to graduate? FALL SPRING SUMMER Year _____

From which catalog will we be verifying information? (circle one) 2008-2009 2009-2010 2010-2011 2011-2012

Is student's major correct in Banner? Yes No If No, a Change in Enrollment form should be completed.

Has student completed all learning support classes required (certificates only)? Y N

Is this an embedded diploma/certificate? Yes No If yes, Program _____ Diploma Degree

Course outline attached [] Advisor's Signature _____ / ____/ ____

FOR OFFICE USE

Mailing Fee:(\$10) # _____

Ceremony Fee: (\$35)# _____

Name / ID# / Address correct? Y N
High School /GED/College Degree Transcript? Y N
Regular Status final term? Y N

Approved by Registrar:

Graduation Date ____/____/____

Date Verified ____/____/____