



Graduation Application

Instructions

Prospective graduates must submit this form to the Registrar's Office by the deadline (noted below) for the term in which all graduation requirements will be completed. Complete one form for each degree you are applying.

Prior to submitting this form, please see your advisor for a degree audit to ensure you have met all requirements for your degree. The Registrar's Office will conduct the final degree audit after grades are in for your last term.

All graduates are encourage to participate in the commencement ceremony held each spring. Eligible participants are sent a mailing in February. Please contact our office if you are not notified by late-February.

Graduation Fee

A mandatory Graduation Fee of \$100 is assessed to each graduate.

Application Deadlines

For Fall Graduates:	December 1
For Spring Graduates:	March 1
For Summer Graduates:	July 15

Demographic Information — Please print name **exactly** as you wish it to appear on your diploma.

Name: _____ Student ID # or SS#: _____

Indicate any other names you have used while attending other institutions: _____

Contact Information—This is the address where all degrees will be mailed. You must notify our office if you wish to change the address in the future.

Address: _____ City/State/Zip: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Program Information—Check the term and write in the year in which you will complete our degree requirements:

____ Fall Semester ____ Spring Semester ____ Summer Semester Year: _____

Degree Sought:

- | | |
|--|---|
| ____ Associate in Arts Degree | ____ Bachelor of Arts in Business & Economics |
| ____ Bachelor of Arts in Communication Arts | ____ Bachelor of Arts in Elementary Education |
| ____ Bachelor of Arts in Psychology/Soc (Adult) | ____ Bachelor of Arts in Psychology/Criminal Justice |
| ____ Bachelor of Business Admin in MOB (Adult) | ____ Bachelor of Business Admin in MOB (Traditional) |
| ____ Bachelor of Science in Nursing | ____ Master of Arts in Education (M.A.Ed.) |
| ____ Master of Education (M.Ed.) | ____ Master of Science in Business Administration (MBA) |
| ____ Master of Science in Management and Organizational Behavior (MSMOB) | |

Bachelor students: If pursuing a minor, please list it here: _____ .

Do you intend to participate in the Graduation Ceremony? _____ Yes _____ No

Note: Only students who have met **all** of their degree requirements by commencement may participate in commencement exercises.

If the coursework is not completed as approved, graduation candidacy will be void and an additional petition must be filed. I am aware that it is my responsibility to know and complete all degree requirements as outlined in the SC-BU Catalog.

Approved Program Waivers – List all approved program waivers that you have on file with the Registrar’s Office.

Signature: _____ Date: _____

Cap & Gown information will be sent to all participants.

Future Plans (Please check all that apply):

Continuing Education
If so, where? _____

Joining Workforce Other _____

Comments/Suggestions regarding experience at SCI-BU: _____

FOR OFFICE USE ONLY

COMM SPE _____ ENG _____ _____ Totals: _____	COMP MAT _____ _____ Totals: _____	PLSC PHY _____ SCI _____ LIFE _____ SCI _____ Totals: _____	HUFA HUM _____ _____ FINE _____ ARTS _____ Totals: _____	SBSC ANT _____ ECO _____ GEO _____ HIS _____ PSC _____ PSY _____ SOC _____ EDU _____ Totals: _____	ELECT _____ _____ _____ _____ Totals: _____
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Total Transfer Hours: _____

COMM SPE _____ ENG _____ _____ Totals: _____	COMP MAT _____ _____ Totals: _____	PLSC PHY _____ SCI _____ LIFE _____ SCI _____ Totals: _____	HUFA HUM _____ _____ FINE _____ ARTS _____ Totals: _____	SBSC ANT _____ ECO _____ GEO _____ HIS _____ PSC _____ PSY _____ SOC _____ EDU _____ Totals: _____	ELECT _____ _____ _____ _____ Totals: _____
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Total SCI Hours: _____

<p>SCI Courses in Progress:</p> <p>Total Hours: _____</p>
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Total transfer, SCI, and in progress hours: _____

<p>Registrar comments:</p> <p>\$100 Graduation Fee Paid: _____Yes _____No</p>

Note: Residency requirement met: _____Yes _____No

Honors Designation : (circle)
3.9 & higher =summa cum laude
3.75 – 3.89 = magna cum laude
3.50 – 3.74 = cum laude

	Attempted hours	Earned Hours	Grade Points	GPA
Transfer:	_____	_____	_____	_____
SCI:	_____	_____	_____	_____
Subtotals:	_____	_____	_____	_____
In Progress:	_____	_____	_____	_____
Grand Totals:	_____	_____	_____	_____

Evaluated by: _____	Date: _____
Evaluated by: _____	Date: _____
Evaluated by: _____	Date: _____

Status: Pending _____ Graduate _____ Non-graduate _____