

Intent to Graduate Application Information Sheet

***PLEASE NOTE THE ITEMS BELOW AND REVIEW THIS SHEET.
KEEP THIS SHEET FOR YOUR RECORDS.**

DOCUMENTS NEEDED TO COMPLETE APPLICATION

- General Education Checklist is attached.
- Major Checklist is attached.
- Minor Checklist (if applicable) is attached.
- Course Substitutions (if applicable) are attached.
- Grad Fee of \$80** payable by credit card, check, or cash.

1. It is your responsibility to make certain that all requirements for graduation have been met.
2. If you are unable to complete requirements for graduation by the end of the spring semester of the Commencement exercises, you may participate as a Summer Candidate under the following conditions:
 - be within eight (8) semester hours or an internship of satisfying all degree and program requirements;
 - file with the Office of the Registrar a plan, approved by your Academic Advisor and appropriate division chair, documenting that the remaining requirements will be completed no later than the third week of September in the following fall semester;
 - have earned an **overall 2.0 cumulative** grade point average at the time of the Commencement exercises.

NOTE: Appeals to this policy should be directed to Dr. R. Scott Sheffield, Vice President for Academic Affairs, Beam Administration Building.

3. Any/all financial obligation(s) with the College must be cleared by the Office of Business & Finance **prior** to the last class day of the semester in order to assure the release of your diploma and transcript. Diplomas not received at commencement will be sent by certified mail to the address indicated on the application and will be mailed 6-8 weeks after commencement.

NOTE: Summer candidate diplomas will be sent 10 – 12 weeks into the fall semester provided all academic requirements and financial obligations have been met.

4. Attendance at Commencement is required for all graduating students. If you are unable to attend the Commencement exercises, a ***Request to be Excused from Commencement*** form must be completed and returned to the Office of the Registrar.
5. The Graduation Fee does not cover the cost of the academic regalia (cap, gown, hood) or the cost of invitations. Degree candidates planning to attend Commencement should contact **King's Creek Bookstore in Coltrane Commons (828.884.8184)** to order their academic regalia.
6. Commencement related information will be sent via your Brevard College email account so it is important that you check it on a regular basis.
7. Submission of this application is not a guarantee that you will graduate, nor is it a certification that you have completed all requirements for graduation.

