

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.

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. 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.



Required Information:

Anticipated Graduation Term: _____
(Fall, Spring, or Summer) + Year

OFFICE OF THE REGISTRAR

Graduation Application

- Review the attached instruction sheet before completing this application.
- Return your completed application to the Office of the Registrar, Beam Administration Building, prior to the semester in which you wish to graduate (see class schedule/college catalog for deadlines).

PLEASE PRINT:

FULL LEGAL NAME	BC ID#			
CURRENT ADDRESS:	STREET	CITY	STATE	ZIP
PERMANENT ADDRESS:	STREET	CITY	STATE	ZIP
MAIL DIPLOMA TO:	STREET	CITY	STATE	ZIP
HOME PHONE # _____	CELL PHONE # _____			
ALTERNATE (NOT BC) EMAIL ADDRESS: _____				

ACADEMIC INFORMATION: (Has any of the following information changed since completing your degree audit? Yes No)

BA BM BS			
Degree Sought (Circle)	Major (1)	Emphasis/Concentration	Minor (if applicable)
	Major (2)	Emphasis/Concentration	Minor (if applicable)

Honors Program Graduate: Yes No

IWIL Program Graduate: Yes No

PLAN TO ATTEND COMMENCEMENT: YES NO

(If unable to attend, must complete and return to the Office of the Registrar the **Request to be Excused from Commencement** form)

I am officially applying to be graduated from Brevard College. I understand that if I fail to satisfy degree requirements in the term identified above, I must notify the Registrar's Office immediately. A new application must be filed if all graduation requirements are not fulfilled within 4 months of the expected graduation date.

Student Signature	Date
Advisor Signature	Date

OFFICIAL USE ONLY:

Rec. by (initials) _____

Date Application Received in Registrar's Office: _____

This form must be accompanied by a Graduation Application. The Office of the Registrar will evaluate your graduation status and notify you via your Brevard College email of your status and will request a meeting to confirm your status.

PRELIMINARY GRADUATION EVALUATION

Student Name: _____ BC ID: _____ Current Semester/Year: _____

Anticipated Graduation Term: _____ (Spring, Summer, or Fall) Anticipated Graduation Year: _____

Please list your CURRENT class schedule and all future classes in the area below. List course prefix, number, and credits for each class. Circle the code to indicate if a class is to be used toward your major (MJ), minor (MI), general education (GE), or elective (EL). Indicate a repeated course by placing the letter "R" to the left of the listed course.

Prefix	Number	Credit				
			MJ	MI	GE	EL
			MJ	MI	GE	EL
			MJ	MI	GE	EL
			MJ	MI	GE	EL
			MJ	MI	GE	EL
			MJ	MI	GE	EL
			MJ	MI	GE	EL
			MJ	MI	GE	EL
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			MJ	MI	GE	EL

Please read the following requirements for graduation:

- A minimum of 124 semester hours (courses numbered 101 and above)
- 32 semester hours in residence
- At least half of the hours required for each major & minor in residence
- 2.0 cumulative GPA (may be higher for some majors)
- 2.0 minimum GPA in major(s) and minor(s) (may be higher for some majors & minors)
- No more than 4 elective credits for participating in intercol

I have read and understand the above requirements for graduation:
 (This form will **not** be processed without a signature)

_____ Date

Student Signature

Approved by Advisor: _____ Sign & date (note any comments/changes below)

Comments/Changes:

