

# 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	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: \_\_\_\_\_



