

Undergraduate Application Information Sheet

***PLEASE NOTE THE ITEMS BELOW AND REVIEW THIS SHEET.**

DOCUMENTS NEEDED TO COMPLETE APPLICATION

- General Education Checklist is attached.
- Major Checklist for each major is attached.
- Minor Checklist for each minor (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. 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.
3. 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 of satisfying all degree and program requirements;
 - file with the Office of the Registrar the form "Request to Participate as a Summer Candidate-for Commencement Exercises"
 - have earned an **overall 2.0 cumulative** grade point average at the time of the Commencement exercises.

****NOTE:** Appeals to this policy will be decided by Dr. Jennifer Frick-Ruppert, Vice President for Academic Affairs, Beam Administration Building.
4. 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. 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 mid-September provided all academic requirements and financial obligations have been met.
5. Degree candidates planning to attend Commencement should contact **Outfitters in Coltrane Commons (828.641.0184)** 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

Undergraduate Graduation Application

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

PLEASE PRINT:

_____ FULL LEGAL NAME _____ BC ID# _____

MAIL DIPLOMA TO: _____ STREET _____ CITY _____ STATE _____ ZIP _____

HOME PHONE # _____ CELL PHONE # _____

ALTERNATE (**NOT BC**) EMAIL ADDRESS: _____

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

Honors Program Graduate: Yes No Teacher Licensure: Yes No IWIL Program Graduate: Yes No

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

PLAN TO ATTEND COMMENCEMENT: YES NO FORM COMPLETED & TURNED IN: YES NO

 I am officially applying to graduate from Brevard College.

_____ Student Signature _____	_____ Date _____
_____ Advisor Signature _____	_____ Date _____

OFFICIAL USE ONLY:

Rec. by (initials) _____

Date Received in Registrar's Office: _____

OFFICIAL USE ONLY: Diploma Information

Mailed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Initials: _____
Home shipped: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Initials: _____
Cover included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Initials: _____
Latin honor stickers: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Initials: _____
Mini: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Initials: _____

Picked Up: Date: _____ Signature: _____

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.

PRELIMINARY GRADUATION EVALUATION

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

CURRENT SEMESTER

NEXT SEMESTER

CURRENT SEMESTER								NEXT SEMESTER							
Prefix	Number	Credit	MJ	MI	GE	EL	TL	Prefix	Number	Credit	MJ	MI	GE	EL	TL

Please read the following requirements for graduation:

- ✓ **A minimum of 124 semester credit hours (courses numbered 101 & above)**
- ✓ **32 Semester credit hours in residence**
- ✓ **At least half of the credit hours required for each major & minor in residence**
- ✓ **2.0 minimum GPA in each major & each minor & overall**

Approved by Advisor: _____
Sign & date

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

_____ _____
Student Signature Date