



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.

Application Deadlines

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

* Students wishing to order a cap & gown and participate in the spring commencement ceremony must submit a graduation application by this date.

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) | |

Do you intend to participate in the Commencement Exercises ____ Yes ____ No

Note: You may participate in commencement as long as you complete your requirements by the end of August. **Students who will be finishing degree requirements during the summer term may participate as long as there are no more than 6 semester hours of coursework remaining.**

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

Total Transfer Hours: _____

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

Total SCI Hours: _____

SCI Courses in Progress:

Total Hours: _____

Total transfer, SCI, and in progress hours: _____

Registrar comments:

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

Transfer: Attempted hours Earned Hours Grade Points GPA

SCI: _____

Subtotals: _____

In Progress: _____

Grand Totals: _____

Evaluated by: _____ Date: _____

Evaluated by: _____ Date: _____

Evaluated by: _____ Date: _____

Status: Pending _____ Graduate _____ Non-graduate _____