



APPLICATION FOR GRADUATION & DIPLOMA

Instructions: Complete Parts I and II and return to the Office of Records & Registration. Students who are deemed ineligible for graduation must reapply when ready.

Part I – Student’s Information

Name: _____ ID#: _____

PRINT exactly as you wish name to appear on diploma.

Mail Diploma to Address: _____ City, State, Zip: _____

Local Phone: _____ Cell Phone: _____ Email: _____

Birthdate: _____ Have you previously received a degree from Garrett? Yes No

All graduates are expected to attend Garrett College’s May Commencement.

**Students finishing in August may walk in the prior May ceremony IF APPLICATION IS RECEIVED BY MARCH 1ST.
Letters announcing Rehearsal and Commencement dates and times will be mailed in late February.**

Not Attending Attending - Measurements Height _____ Weight _____

****ACCESS THE STUDENT PORTAL AND PRINT AND ATTACH A COPY OF YOUR ADVISING WORKSHEET**

Applicant’s Signature: _____ Date _____

Part II – Acknowledgement of Readiness (to be completed by the Advisor)

Understanding the conditions indicated below, the above-named applicant is prepared to apply for graduation in:

Major: _____ AA AAT AS ASE AAS Cert.
(Complete a separate application for each degree sought.)

Catalog Year: _____ Semester of Completion _____ / Year _____ Graduating: Dec May Aug
(Diplomas are issued Dec, May, and Aug; Commencement ceremony is held in May)

All requirements have been met Waiting on transfer credits from: _____

Must successfully complete remaining coursework _____

Must resolve incomplete(s) in: _____ Other: _____

Advisor’s Signature: _____ Date _____

Received By/On: _____ <input type="checkbox"/> Student Information, Degree tab, Graduation tab	
OFFICE OF RECORDS & REGISTRATION Verification of Requirements <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks: _____ Sign/Date: _____ Director of Records & Registration	ACADEMIC AFFAIRS Administrative Approval <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks: _____ Sign/Date: _____ Dean of Academic Affairs