



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.

Local Address: _____ Birthdate: _____

Local Phone: _____ Cell Phone: _____ Email: _____

Permanent Address: _____

Have you previously received a degree from Garrett? Yes No Are you a member of Phi Theta Kappa? Yes No

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

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 ASE AAS Certificate
(Complete a separate application for each degree sought.)

Catalog Year: _____ Semester of Completion _____ / Year _____ Graduating: Aug Dec May
(All graduates are invited to the May Commencement)

- All requirements have been met
- Will be short 6 or fewer credits, but intends to petition for participation in May Commencement.
- Must successfully complete remaining coursework
- Other: _____
- Must resolve incomplete(s) in: _____
- _____
- Waiting on transfer credits from: _____
- _____
- _____

Advisor’s Signature: _____ Date _____

Received By/On: _____ <input type="checkbox"/> Activity-Tracking R:GR_AP	
<p style="text-align: center;">OFFICE OF RECORDS & REGISTRATION</p> <p>Verification of Requirements <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Sign/Date: _____</p> <p style="text-align: center;">Director of Records & Registration</p>	<p style="text-align: center;">ACADEMIC AFFAIRS</p> <p>Administrative Approval <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Remarks: _____</p> <p>Sign/Date: _____</p> <p style="text-align: center;">VP for Instruction & Student Learning</p>