

Graduation Declaration Form



Section A – To Be Completed By Student

Name: _____
 First M.I. Last

SSN/ID#: _____

Phone # to be reached: _____ Email: _____

CANDIDATE FOR THE DEGREE (Choose One):

MS BS AAS AOS Certificate Program

Please specify your major: _____ minor/option: _____

I have completed my requirements and expect to graduate by:

May 201__ August 201__ December 201__

<p>Deadlines for filing are as follow: April 15th for August; July 15th for December; October 15th for May</p>
--

I understand that a non-refundable graduation fee of \$100.00 (as of September 1, 2016) is due when filing this form. I also understand that if I do not satisfy all my requirement(s), my graduation will be postponed for one semester only. After that, I need to re-apply for graduation and a new fee will be applied.

Signature: _____ Date: _____

Please Note:

- You will be notified by mail if your graduation declaration has been accepted or will be postponed.
- Participation in the graduation ceremony does not imply conferral of a degree.

Must To Be Completed By the Following Offices

Section B – Student Advisement Center

Registering for remaining course(s) in: Fall 201__ Spring 201__ Summer 201__

Comments: _____

Advisor's signature: _____ Date: _____

Section C – Financial Aid Office

Exit Interview By: _____ Date: _____

Section D – Office of Student Accounts

Processed By: _____ Date: _____

Section E – Office of the Registrar

Comments: _____

Evaluated by: _____ GPA: _____ Date: _____

Verification of Graduation Qualification

Vice President of Academic Affairs signature: _____ Date: _____