



APPLICATION FOR GRADUATION & DIPLOMA

Instructions: Complete Parts I and II and return to the Office of Records & Registration. A non-refundable \$35 application fee will be posted to your student account and must be paid prior to graduation. Each applicant must pay the non-refundable fee regardless of whether or not you are attending the ceremony. An applicant who is deemed ineligible for graduation must re-apply when ready but will not have to repay the fee for subsequent attempts at this same degree.

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 College? 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 April.**

- Attending - Measurements Height _____ Weight _____ Cap Size _____ (See Registrar to be measured)
- Not Attending (Diploma/Certificate will be mailed the week following Graduation)

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:

Program: _____ A.A. A.A.T. A.A.S. Certificate
(Complete a separate application for each degree sought; no additional fee.)

Catalog Year: _____ Completion Date: Semester _____ Year _____

Identity & Difference Course (min. C grade): GEO201 HIS102 HIS121 HUM210 POL140 PSY101
 PSY140 PHL103 PHL112 SOC101 SPN101 SPN102

Reminder: Course Substitution/Waiver Request forms should be forwarded to the Office of Records & Registration at this time.

- All requirements have been met including I & D / CCAs 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"/> Doc Trk GR_AP <input type="checkbox"/> Second Attempt, Waive Fee Per _____	
<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: _____ 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: _____ Dean of Academic Affairs</p>