CRAVEN COMMUNITY COLLEGE
APPLICATION FOR GRADUATION

This form must be completed by you, the prospective graduate, and filed with the Registrar Office during the semester preceding the term you expect to graduate. Please see the academic calendar **online** or the General Catalog for the last date to apply for graduation each semester. **Applying late will delay processing of your application.**

Name:

Student ID Number:

1. Complete your Application for Graduation; use the correct Major Codes for the Credential Data information.
2. Verify the correct spelling of your name and correct mailing address with your advisor. **Must submit change of information form for any corrections.**
3. Review your Application for Graduation with an academic advisor.
4. Pay and submit your $15 **graduation fee**, submit a copy of your **Application for Graduation** and **Academic Evaluation** to the Student Accounts Office.

THE GRADUATION FEE IS NON-REFUNDABLE

5. Your graduation fee covers one academic year, fall semester through the end of the summer semester. Your application will remain on file and the fee in effect through the end of the summer term. If you apply for graduation in the summer and do not complete your graduation requirements that semester, your application remains on file and the fee in effect through the fall semester, which follows.
6. **You must remain continuously enrolled, with exception of the summer term, to graduate under your current catalog of record**. Please contact your academic advisor if you have questions regarding your graduation requirements.
7. You will receive additional information in April to elect participation in the spring graduation ceremony held in May. **You must complete all graduation requirements to participate in the ceremony**.
8. We will **mail** your credentials after we have certified that your requirements have been completed. Please allow three (3) weeks after the semester ends to receive them.

Advisor Certification

I have reviewed the academic records of this applicant for graduation status under the   -
General Catalog.

This student is expected to complete requirements during the   , 20   semester.

High School Transcript Received: Yes   No

College Transcript Received: Yes   No

Diplomas will not be released to students with outstanding balances. Student
Account Clear: Yes   No

Academic Advisor: _____   Date: _____

Graduation Certification – FOR REGISTRAR OFFICE USE ONLY

   Curriculum Complete

      Grade Point Average

      Posted Award Date   Registrar/Designee: _____

Received by: _____   Date: _____

GRADUATION APPLICATION - CREDENTIAL DATA

_____   _____
Name   Student ID Number

Instructions:

List only the credentials you will complete during the current academic year, which ends the summer semester.

Enter the **Major Code and Semester of Completion** for each credential you are completing. Your academic advisor will note your catalog of record.

Major Code	Catalog of Record	Semester of Completion
_____	_____	_____
Major Code	Catalog of Record	Semester of Completion
_____	_____	_____
Major Code	Catalog of Record	Semester of Completion
_____	_____	_____
Major Code	Catalog of Record	Semester of Completion
_____	_____	_____
Major Code	Catalog of Record	Semester of Completion
_____	_____	_____
Major Code	Catalog of Record	Semester of Completion
_____	_____	_____

Academic Advisor Comments: