



# Bethune-Cookman University

## GRADUATION APPLICATION

PLEASE PRINT CLEARLY      DUE DATES: FALL: MAY 1      SPRING: NOV 15

### STUDENT INFORMATION

NAME: \_\_\_\_\_ B-CU ID#: \_\_\_\_\_  
(NOTE: The name listed on your official transcript at the university will be the name listed on your diploma)

Indicate your **Mailing Address**. University will send your diploma to this address. Diplomas will be mailed after commencement services. **If the address is not in the continental U.S. there will be an extra charge for mailing. ANY returned diplomas will be charged a remailing fee. If no address is indicated on this form, your diploma will be mailed to the LEGAL HOME PERMANENT ADDRESS listed with the University.**

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ /ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### DIPLOMA INFORMATION

**TERM AND YEAR OF GRADUATION:** FALL: 20 \_\_\_\_ SPRING: 20 \_\_\_\_ SUMMER: 20 \_\_\_\_  
(Application only good for the term indicated, must resubmit if requesting a different term and/or year).

DID YOU APPLY TO GRADUATE IN THE PREVIOUS TERM? YES \_\_\_\_ NO \_\_\_\_

DEGREE NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

CONCENTRATION: \_\_\_\_\_

MINOR: \_\_\_\_\_

DO YOU WANT YOUR NAME TO APPEAR IN THE COMMENCEMENT PROGRAM? YES \_\_\_\_ NO \_\_\_\_

### REQUIREMENTS

- A student cannot graduate with an incomplete grade ("I") in ANY course or an ("D") grade in his/her major course of study. All grades (including transfer grades) must be in by the posted deadline.
- **Students must complete Loan Exit Counseling for Graduation before receiving his/her diploma. Go to [www.studentloans.gov](http://www.studentloans.gov) to complete the counseling. Fall graduates can complete the counseling after Oct 1; Spring graduates can complete the counseling after Mar 1.**
- A new Graduation Application must be submitted if the student DOES NOT graduate in the term originally specified on this form.
- A student must satisfy ALL ACADEMIC, FINANCIAL (including one graduation fee), and FINANCIAL AID requirements before he/she can receive a diploma and a final transcript with degree conferral date.

PLEASE INCLUDE A COPY OF THE VERTICAL CURRICULUM USED AS A GUIDE TO MEET REQUIREMENTS

REVERSE SIDE OF FORM TO BE COMPLETED IN CONSULTATION WITH YOUR ACADEMIC ADVISOR / STUDENT SUCCESS COACH

## COURSE REQUIREMENTS



This student is deemed eligible to graduate under the vertical curriculum of the \_\_\_\_\_ catalog.  
Year

Students submitting graduation applications should be at least 2<sup>nd</sup> semester Juniors or Seniors.

**List ALL remaining course requirements; include courses to be transferred in, courses currently enrolled, courses to be taken, etc.**

**SEMESTER: ( ) FALL ( ) SPRING ( ) SUMMER ( ) CURRENT SEMESTER**

Course Number	Course Title	Transient Course Y/N	G=Gen Ed Course E= Elective Course M=Major Course

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**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Academic Dean:** \_\_\_\_\_

**Date:** \_\_\_\_\_