



Keep This Page for Your Records APPLICATION TO GRADUATE General Information

- ❖ **Application deadline dates will be adhered to. Please refer to the Academic Calendar for specific dates. Please SUBMIT your application to your advisor.**
- ❖ **Students submitting their application to graduate after the deadline date may forfeit their right to graduate in the term for which they apply.**
- ❖ **Contact your advisor to schedule a meeting to review your graduation application and for further instructions on processing your application.**
- ❖ **Final degree certification is not complete until grades are posted and the close of term process is complete.**
- ❖ **If you wish to return to FGCU to seek another degree, a new application must be filed with Undergraduate/Graduate Admissions after graduation.**

PLEASE READ CAREFULLY

GRADE FORGIVENESS - An application for grade forgiveness **must be filed no later than the graduation application deadline date as stated in the Academic Calendar for the semester the student applies for graduation.** Students are encouraged to apply for grade forgiveness upon completion of the repeat course.

“I” GRADES AND TRANSFER WORK. – All Incomplete grades must be completed prior to graduation. A student taking an incomplete grade in any course during the semester in which they have applied to graduate will be denied graduation. **Students taking courses at another institution during the semester in which they have applied to graduate may have their graduation delayed or denied if the transfer course work is not received in a timely manner.** Grade changes and transfer work will not be posted to the transcript if received after the degree statement has been posted to the transcript.

NAME CHANGE- Submit an official Change of Name Form with substantiating documents attached to the application to graduate if the name you wish printed on your diploma is different from our records.

DIPLOMA - Your diploma and one official copy of your FGCU academic transcript indicating the degree earned will be mailed to you approximately six-eight weeks after the graduation date and should be mailed to a permanent address to avoid loss. Diplomas will not be mailed to overseas addresses. **Should a diploma mailing address change occur, you must notify the Office of the Registrar.** A replacement diploma will cost \$10.00.

FINANCIAL OBLIGATIONS/LOANS- All debt to the university must be cleared prior to graduation or your diploma will be held upon request of the Cashier or Office of Financial Aid and Scholarship.

TRANSCRIPTS - Your transcript with the degree statement will be available approximately three-six weeks after graduation. You will receive one complimentary transcript with your diploma. There is a \$10.00 per copy fee for each additional transcript and/or diploma requested.

IF YOU ARE DENIED GRADUATION – **A new application to graduate must be submitted by the appropriate deadline date in the term for which your degree requirements will be met. Please refer to the Academic Calendar for specific dates.**

PRIVACY – Your name will not appear in the Commencement Program or newspaper if you have completed a “Request to Prevent Disclosure of Directory Information.” You must notify the Office of the Registrar in writing by the fourth week of the term if you wish to be publicly recognized.



APPLICATION TO GRADUATE

UNIVERSITY IDENTIFICATION NUMBER
(NOT SOCIAL SECURITY NUMBER)

Date Submitted

Student Name: Please Print -- Your Diploma will be issued with your name as it appears in our records at FGCU. A name change form with substantiating documents must be completed and attached if this name is different than on our records.

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First Name

Middle OR Maiden

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Last Name

College: (circle one) Arts and Sciences Business Health Professions Education Professional Studies

Degree: (circle one)

BA - Bachelor of Art BS - Bachelor of Science BSN - Bachelor of Science Nursing BSW – Bachelor of Social Work

MA - Master of Art MAT - Master of Arts in Teaching MBA - Master in Business Administration

MEd - Master of Education MPA - Master of Public Administration MS - Master of Science

MSN - Master of Science Nursing MSW - Master of Social Work EdS- Educational Specialist

DPT- Doctor of Physical Therapy

Term (Indicate appropriate year): Fall _____ Spring _____ Summer _____

Major 1: _____ **Major 2:** _____

Concentration: _____ **Minor(s):** _____

Current Mailing Address: If different from address of record on file with University, please submit Address change form to the Office of the Registrar. Housing addresses are not considered current mailing addresses.

Street City State ZIP

Mail Diploma to: (if address is different from above) Please Note: Diplomas will not be mailed to an overseas address.

Street City State ZIP

Student's Signature

Phone

E-mail

For official use only:

Application entered in Banner _____

Decision: (Circle appropriate) Accept Deny _____ Catalog Yr. _____

College Authorized Signature/Date

Remarks: _____

Posted to Banner: By: _____ Date _____ GPA _____ Honors _____