



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.**
- ❖ **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 by the deadline 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 certification has been posted to the transcript.

NAME CHANGE- Submit an official Change of Name form with substantiating documents if the name you want printed on your diploma is different from our records.

DIPLOMA - Your diploma and one complimentary official copy of your FGCU academic transcript indicating the degree earned will be mailed to you approximately six to eight weeks after the graduation date and should be mailed to a permanent address to avoid loss. **Should a diploma mailing address change occur, you must notify the Office of Records & Registration by emailing orr@fgcu.edu.** 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 in the mail. 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 Records & Registration in writing by the fourth week of the term if you wish to be publicly recognized.

