Application for Graduation

Return this form, initialed, signed and dated to The Registrar’s Office. A fee of $50 will be reflected on your student account. If your requirements are not completed as indicated, you will be required to reapply and pay the graduation fee again.

Name ___________________________ CWID# ___________________________

Please print your name as it should appear on the diploma. The name submitted should be your legal name on file in The Citadel Graduate College’s office. If you have changed your name since enrolling, please contact Becky Kyzer at kyzerr1@citadel.edu.

Permanent Phone: ___________________________ Alternate Phone: ___________________________

Citadel Email Address*: ___________________________ Alternate Email: ___________________________
*Please note that this is the only email address that we will use to communicate important graduation / commencement information. We cannot use personal email addresses.

Degree: ___________________________ Major: ___________________________

Term when all courses and requirements will be complete**:
**Please note, there is only one commencement ceremony per academic year, held in the spring.

☐ Fall Completion

• All graduation requirements will be completed by the last day of the Fall term
• If requirements are not met by the last day of the Fall term, you must reapply and pay the graduation fee again
• Participation in the Spring Commencement Ceremony is optional (see deadlines and indicate participation below)
• Application deadline: November 1st

☐ Spring Completion

• All graduation requirements will be completed by the last day of the Spring term
• If requirements are not met by the last day of the Spring term, you must reapply and pay the graduation fee again
• Participation in the spring Commencement Ceremony is optional (see deadlines and indicate participation below)
• Application deadlines: February 1st for students participating in Commencement
  March 1st for students NOT participating in Commencement

(Continued)
☐ Summer Completion

☐ Summer 1 -OR- ☐ Summer 2

- All graduation requirements will be completed by the last day of the Summer term indicated above
- If requirements are not met by the last day of the Summer term, you must reapply and pay the graduation fee again
- Participation in the spring Commencement Ceremony (prior to completing your degree requirements) is optional (see deadlines and indicate participation below)
- Application deadlines: February 1st for students participating in Commencement
  June 1st for students NOT participating in Commencement

Do you wish to participate in the Spring Commencement Ceremony?  ☐ Yes  ☐ No

Please provide the address __________________________________________________________

________________________________________

*Please note the address above will be updated as your permanent address on record*

Please read carefully, initial and sign:

M.A.T. Students ONLY:

___ I understand that I must submit a completed Program of Study that is current and reflects the courses that I have taken.

___ I have submitted ALL official transcripts for transfer credit to the Citadel Graduate College in order for my program of study to be evaluated.

ALL Citadel Graduate Students:

___ I have filled out all transfer credit paperwork and substitution forms with my department to ensure that the coursework is reflected on my transcript.

___ I understand that additional requirements including but not limited to Praxis scores, comprehensive exams, thesis grades, incomplete grades and treasurer bills must be resolved before my graduation application can be processed.

___ I understand that I must order regalia with The Citadel Book Store/Barnes & Noble by their deadline date if I am participating in the spring commencement ceremony. Information will be communicated via citadel.edu email and is available on the bookstore and CGC graduation Information webpages.

___ I understand that all information pertaining to graduation and commencement exercises are available on The Citadel Graduate College’s website under the graduation link. Additional announcements will only be emailed to my citadel.edu email address. I agree to check this email on a regular basis for important updates.

___ I understand that if I apply for graduation and do not successfully complete degree requirements, I am still responsible for the diploma fee incurred since diplomas are ordered prior to the graduation date.

________________________________________  ____________________________
Student Signature                                      Date