

Fees	Deadlines to Apply
Application Fee: \$50.00	Winter Graduation: November 1st : (2 semesters prior to intended graduation)
Late Fee: \$25.00	Spring/Summer Graduation: April 1st : (2 semesters prior to intended graduation)

INSTRUCTIONS for STUDENTS – Please read all and follow carefully

- STEP I** Fill out Graduation Application completely using **BLACK INK ONLY**.
- Must include Student UNCP Number
 - DIPLOMA MAILING ADDRESS – Diploma(s) will be mailed to this address 8-10 weeks after graduation.
 - Applications filled out incorrectly may be delayed.
- STEP II** Meet with advisor(s) to review your degree audit (**ADVISOR(s) MUST SIGN APPLICATION**).
- STEP III** Meet with the Director of Career Services located in the Chavis University Center, Second Floor, Room 210 (**DIRECTOR MUST SIGN APPLICATION**).
- STEP IV** Payment can only be taken once the application is complete. Please make payment at the Registrar's Office (Debit/Credit Card or Check) or the Bursar's Office (Card/Cash/Check).
- STEP V** Return the completed application (including the Instruction Sheet) to the Registrar's Office. You will receive a copy of the application and instructions from the Registrar's Office.

Dear student please read and initial this IMPORTANT INFORMATION:

- _____ The Degree Audit will be sent to your UNCP BraveMail address. Please allow 6 to 8 weeks to receive your audit.
- _____ Participation in commencement ceremonies does **not** confirm that a degree has been conferred.
- _____ Students entering in Fall 2011 or later **must** complete 9 semester credit hours of Writing Enriched and Writing in the Discipline courses.
- _____ If the candidate fails to meet requirements as specified, the student **must wait** until the next graduation to receive his or her degree.
- _____ Diploma(s) will be **held** until **all** financial obligations (and other holds) to the University have been satisfied.
- _____ Students may complete graduation requirements at the end of a fall, spring, or summer session. Summer graduates will participate in the winter commencement.
- _____ Students must have a **minimum** GPA of 2.0 overall **and** a GPA of 2.0 in their major to graduate.

INSTRUCTIONS for ADVISORS

If you are signing as Primary Advisor, your signature indicates that:

- You have reviewed the student's current Degree Evaluation (DARS);
- You have evaluated the student based on the catalog year listed for the student in Banner;
- It is feasible for the student to graduate by the date indicated on this application.
- Requirements that you have checked are:
 - General Education
 - Major Requirements
 - All graduation requirements (e.g., total hours, total GPA, major GPA, writing intensive) other than those of a second major, concentration, or minor for which another advisor will sign.

If you are signing for a second major, concentration, or minor, your signature indicates that:

- You have reviewed the student's current Degree Evaluation (DARS);
- You have evaluated the student based on the catalog year listed for the student in Banner;
- Degree Information on the application from matches student information in Banner;
- It is feasible for the student to complete the program for which you advise by the date listed on this application.

APPLICATION for GRADUATION

Bachelor's Degree

Please print clearly using **BLACK INK** only)

<u>OFFICE USE ONLY:</u>	AP	LS	PN
Grad Term:	_____ / _____		
New Term:	_____ / _____		
New Term:	_____		

UNCP ID:

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1. Graduation Year: _____ Catalog Year: _____

2. Graduation Term (circle one): **Spring Winter Summer***

**Summer graduates will participate in Winter Commencement*

STUDENT INFORMATION

Your name will appear on your diploma as it does in your student system records.
This form will **NOT** update any name changes. If necessary, a name change form must be submitted.

Mr. <input type="checkbox"/>	Last:	First:	Middle:	Suffix
Ms. <input type="checkbox"/>				(Jr., II, etc.)
Home Phone:		Cell Phone:	ALL pre-graduation correspondence will be emailed to your BraveMail address below:	
			Email:	@bravemail.uncp.edu

DIPLOMA MAILING ADDRESS

Your diploma will be mailed to the address shown below:

Street Address or P.O. Box		
City:	State:	Zip Code:

DEGREE INFORMATION

Circle all that apply:	BA	BS	BIS	BM	BSN	BSW	SECOND DEGREE
Primary Major:	Concentration 1:						
Secondary Major:	Concentration 2:						
Minor 1:	Minor 2:						

REQUIRED SIGNATURES

Advisors: Read Instructions Sheet before signing below.

Primary Major Advisor / Dept. Chair:		Date:
Secondary Major Advisor / Dept. Chair:		Date:
Minor/Concentration Advisor / Dept. Chair:		Date:
Director of Career Services:		Date:
Cashier:		Date:

I have read and understand the **instruction sheet**. I understand that any changes I make to the above information **must** be communicated to the Registrar's office in person or in writing as soon as possible. **Failure to do so may affect my graduation status.** I also understand that according to the University catalog, students must have a minimum GPA of 2.0 overall **AND** in their major field of study in order to graduate.

SIGNATURE OF APPLICANT: _____ **Date:** _____