

Montreat College
School of Professional and Adult Studies
APPLICATION FOR GRADUATION

Graduation Date
 May _____(year)
 August _____(year)
 December _____(year)

Application Deadline
 March 1
 June 1
 October 1

It is the student's responsibility to return this form directly to the Registrar's Office by the above application deadline. An application must be submitted whether or not the student plans on participating in the ceremony. Forms received after the application deadline will not be accepted for that degree conferral. Completed forms may be faxed to **828-669-2141** or mailed to:

Montreat College
Registrar's Office
Box 1267
Montreat, NC 28757

Print **legal** name in upper and lower case, as it should appear on diploma.

Name (last, first, middle): _____

Full Home Address _____

Phone # _____

Social Security # _____

Email address (degree audits will be emailed unless otherwise requested) _____

Degree (check the appropriate degree – Associates Degree check major)

- Master of Business Administration Degree
- Bachelor of Business Administration Degree
- Bachelor of Science in Management
- Associate in Science Degree Business Education General

Do you give Montreat College permission to release information concerning your graduation to your local newspaper? _____

If yes, name of hometown newspaper: _____

List below all course work needed to complete your degree along with the anticipated completion date. For transfer work, list the institution. List all proposed credit for prior learning (PLA), independent study, CLEP /DANTES exams, and challenge exams. Note that PLA evaluation packets are due to the PLA coordinator by the graduation application deadlines at the top of this form.

Course Number/Title	Cohort	Course Dates	Institution	Credit

Documentation of successful completion of all requirements must be received by the Registrar's Office by April 30th for a May degree conferral, August 31 for an August conferral and December 8th for December conferral. If this date falls on a weekend, the due date is the following Monday. Graduation ceremonies are held in May and December. Diplomas are mailed to August graduates within two weeks of the conferral date.

Signature: _____ Date: _____

NOTE: A NEW APPLICATION IS REQUIRED IF YOU DO NOT GRADUATE AS INTENDED. AN APPLICATION IS VALID FOR ONE CONFERRAL DATE ONLY.