

APPLICATION FOR GRADUATION

To be eligible for graduation this application must be completed and be filed with the Office of the Registrar by December 5 of the academic year in which the student intends to graduate. It is required for the graduation readiness review process.

- ① Do an initial review of your progress toward completion of the required courses in your plan of study. If you determine that you will have completed all graduation requirements by May, complete this form.
- ② Have your faculty advisor do a second review of your graduation readiness. He/she will review your record and sign this form certifying that you meet the readiness requirements for graduation in May.
- ③ Submit this form to the registrar who will conduct a final review of your graduation readiness. The registrar will send you an official determination of your readiness.

CAREFULLY print your name EXACTLY as you wish it to appear on your diploma and in the commencement program.

First _____ Middle _____ Last _____ Suffix _____

Mailing Address _____

City _____ State _____ Zip Code _____

EmplID Number or Social Security Number _____

Phone # _____ Alternate Phone # _____

I am applying for graduation with:

Check one degree or certificate. Associate Degree Certificate Career Studies Certificate

Your Plan of Study : _____

Example: Degree/Certificate: Associate Degree Plan of Study: Business Administration

Do you wish to participate in commencement exercises? Yes No If YES, you MUST complete the following information to order cap and gown for commencement. The ESCC Bookstore will receive this information and order your cap and gown. Caps are one-size-fits-all. You are responsible for all cap and gown costs.

Your height _____ Your weight _____

STUDENT REVIEW: I have thoroughly reviewed my readiness for graduation and am requesting consideration for graduation.

Student Signature _____ Date ____/____/____

FACULTY ADVISOR REVIEW: I have thoroughly reviewed this student's readiness for graduation and certify that he/she is prepared to complete all graduation requirements by May.

Faculty Advisor Signature _____ Date ____/____/____

