

# APPLICATION FOR GRADUATION

For more information visit: [www.abac.edu/academics/registrar](http://www.abac.edu/academics/registrar)  
 Communication about graduation will be sent to your **Stallion Email Account**

## INSTRUCTIONS FOR STUDENTS:

- Apply for graduation during your final semester at ABAC. Your completed application should be received by Academic Support by the following deadlines:
  - Fall Semester - 5<sup>th</sup> Friday after classes begin
  - Spring Semester - 5<sup>th</sup> Friday after classes begin
  - Summer Semester - 3<sup>rd</sup> Friday after classes begin
- Meet with your advisor to complete your application and degree evaluation. If pursuing multiple degrees, complete a separate application for each one.
- Ensure your mailing address is up-to-date in Banner Web. This is the address where your diploma will be mailed.
- Bring your completed graduation application and DegreeWorks printout to Academic Support (located on the bottom floor of the Carlton Center/Library). An Academic Counselor will review your application to ensure the application is complete and all required documents are included.

**STUDENT INFORMATION:** Term/Year: \_\_\_\_\_ Participate in Graduation Ceremony?  Yes  No  
 Do you have a mobility impairment?  Yes  No

Name \_\_\_\_\_ ID# \_\_\_\_\_  
LEGAL NAME ONLY - NO NICKNAMES - Print name EXACTLY as it should appear on the diploma.

Signature \_\_\_\_\_ **Official Communication about your graduation application and graduation will be sent to your Stallion Email**

Degree Type:  BA/BS  AA/AS  AAS  AFA Program \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Choose One)

Are you applying for a Minor?  Yes (please complete and attach Minor Application)  No

Are you a veteran?  Yes  No

If not completing final courses/graduation requirements at ABAC, provide school name: \_\_\_\_\_

**1 ADVISOR & SCHOOL APPROVAL:**

\_\_\_\_\_  
 Advisor's Name Printed

\_\_\_\_\_  
 Signature of Academic Advisor Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Department Head or Dean Date \_\_\_\_\_

**2 Have you ever received a student loan at ABAC?**

Yes: Office of Financial ***must sign off*** on your application

No: Student initials: \_\_\_\_\_ and take to Academic Support

\_\_\_\_\_  
 Office of Financial Aid Signature Date \_\_\_\_\_

**3** Received by Academic Support:

Date: \_\_\_\_\_ By: \_\_\_\_\_ Signatures: \_\_\_\_\_ Degree Evaluation: \_\_\_\_\_

## TO BE COMPLETED BY ACADEMIC SUPPORT :

Items noted below indicate graduation requirement(s) which are not met. See your Academic Advisor if you have questions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1<sup>st</sup> Review \_\_\_\_\_ Date \_\_\_\_\_ Final Review \_\_\_\_\_ Date \_\_\_\_\_

Posted in SHADEGR \_\_\_\_\_ Date Degree Recorded \_\_\_\_\_

Email sent: \_\_\_\_\_ Advisor \_\_\_\_\_ Student \_\_\_\_\_