Office of the Registrar
300 Washington Avenue
Chestertown, MD 21620
PHONE 410-778-7299
EMAIL registrar@washcoll.edu

# 2014-2015 GRADUATION APPLICATION

Students planning to complete ALL requirements for their degree during the 2014-2015 academic year must use this form to apply for graduation. After submitting this form, the Registrar's Office will perform a series of degree completion audits for each applicant and will send a letter informing students and advisors of the student's *clearance* or *non-clearance* of all College-wide graduation requirements. Additional letters will be sent as needed for students who must make registration changes in order to be cleared. Students whose graduation applications are approved will receive all pertinent information related to Commencement via email.

**Reminder: Major, minor and concentration/specialization requirements are confirmed by the department chair(s) in consultation with the student's advisor(s). Questions about these requirements should be directed to the department.**

**Instructions:**

1. Complete and submit this form to the Office of the Registrar.
2. **The deadline to apply for graduation is Tuesday, October 14, 2014.**

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| Type or print your name EXACTLY as it should appear on your diploma and in the Commencement program |

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|---|
| Use this space to print a PHONETIC SPELLING of any portion of your name that is commonly mispronounced |

List the degree program and majors/minors that you anticipate completing by the end of this academic year:

| | | |
|---|---|---|
| Degree (e.g. *B.A., B.S.* or *M.A.*) | Start Term at WC | Anticipated Completion Term |

| | | | |
|---|---|---|---|
| Major 1 | Major 2 | Minor(s) | Concentration/Specialization |

❑ Check here if you plan to finish all degree requirements by the conclusion of the Fall 2014 semester.

**By signing below, I declare my intent to graduate from Washington College during the 2014-2015 year.**

- I understand that if I decide not to graduate or I am declared ineligible by my major advisor(s), I need to withdraw my application for graduation by **Friday, March 13, 2015** to avoid being charged the **non-refundable graduation fee.** If I fail to withdraw my application by March 13, I will be responsible for this fee and furthermore I understand that I will need to pay the fee again if I apply to graduate in a future year.
- I also understand that **all graduating students are expected to attend Commencement** unless excused by the Registrar. All requests to graduate *in absentia* must be submitted in writing to the Registrar's Office by **Tuesday, April 14, 2015** at the address above or via email to *registrar@washcoll.edu*.

| | |
|---|---|
| Student Signature | Date |

**FOR OFFICE USE ONLY**

Date received: _____ Application Status: ❑ Approved ❑ Denied/Withdrawn on _____