2015-2016 GRADUATION APPLICATION

Students planning to complete ALL requirements for their degree during the 2015-2016 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 13, 2015.

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

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:

<table>
<thead>
<tr>
<th>Degree (e.g. B.A., B.S. or M.A.)</th>
<th>Start Term at WC</th>
<th>Anticipated Completion Term</th>
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Major 1

Major 2

Minor(s)

Concentration/Specialization

☐ Check here if you plan to finish all degree requirements by the conclusion of the Fall 2015 semester.

By signing below, I declare my intent to graduate from Washington College during the 2015-2016 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 11, 2016** to avoid being charged the **non-refundable graduation fee**. If I fail to withdraw my application by March 11, 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 12, 2016** at the address above or via email to registrar@washcoll.edu.

Student ID

Student Signature

Date

FOR OFFICE USE ONLY

Date received: __________________ Application Status: ☐ Approved ☐ Denied/Withdrawn on ________________