



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

## 2019-2020 GRADUATION APPLICATION

Students planning to complete ALL requirements for their degree during the 2018-2019 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 Fall 2019 graduation is May 3, 2019.**
3. **The deadline to apply for Spring 2019 graduation is Tuesday, October 15, 2019.**

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

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 |

|  |
|--|
| <input type="checkbox"/> Check here if you plan to finish all degree requirements by the conclusion of the Fall 2019 semester. |
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**By signing below, I declare my intent to graduate from Washington College during the 2019-2020 year.**

- I understand I will be responsible for a graduation fee, to be billed to the student account at least 30 days prior to graduation.
- 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 **Friday, April 10, 2020** via email to [registrar@washcoll.edu](mailto:registrar@washcoll.edu).

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

|                            |  |
|----------------------------|--|
| <b>FOR OFFICE USE ONLY</b> |  |
| Date received: _____       | Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied/Withdrawn on _____ |