



Florida Gateway College Graduation Application

(PLEASE PRINT CLEARLY)

See the reverse side of this form for instructions and important information.

Student I.D. Number

Note: Name will appear on diploma as reflected on your FGC academic records.

Diploma will be mailed to your current address of record on file with FGC.

To verify and update an address, go to MyFGC and log in with the Student ID and PIN.

1) _____
First Middle Last

2) Circle the term of expected graduation: Fall Spring Summer A Summer B/C Year _____

3) Will you participate in the graduation ceremony? Circle One: Yes No

Summer Graduates Only: Circle One: Spring Ceremony Fall Ceremony

4) Please circle the degree, certificate or Applied Technology Diploma and show the name and code for the Courses of Study (AA degree) or Major (BS/BAS, AS, AAS, ATD, or Certificate). A separate application is required for each program. **Student must have the degree declared in order for the application to be processed.**

(Circle one): BS/BAS AA AS AAS ATD Certificate

and indicate the following:

AA only: Courses of Study _____ and Code _____

or

BS/BAS, AS, AAS, ATD, or Certificate: Major _____ and Code _____

5) Enter courses you will take your last term. _____
Indicate if you will be taking any of the course(s) as a transient student at another institution: Circle YES NO
(If yes, include name of institution): _____

Note: Official transcript from transient institution must be received in order to process the graduation application.

6) In addition to the courses listed above, the following degree requirements must be completed:

7) Upon award of a degree or certificate, that major ends and will be removed from the student's record for future terms. If the major from which you are graduating is the only major on your record, it will be changed to non-degree effective the term after your graduation. This could impact any financial aid or other financial assistance you may be receiving, if you are enrolled in classes in the term following graduation. If you are pursuing another major, please contact your advisor for assistance with the change of major process.

8) **Advisor Certification:** I certify that I have reviewed this student's declared major/courses of study with him/her and have determined that the student will meet all requirements by the term listed above, contingent upon successful completion of the courses and other requirements noted above.

Advisor signature: _____ Date _____

9) **Student Certification:** I certify that I have reviewed my declared major/courses of study with my advisor and understand the requirements necessary to graduate or complete my degree by the end of the term listed above. If all requirements are not completed by the end of the term noted on this graduation application, I understand that a new graduation application will be required for the term in which all requirements will be completed. If I choose to participate in the graduation ceremony, I consent to all publicity associated with the ceremony.

Student signature: _____ Date _____

Enrollment Services Office use only (System Flagged _____)

Residency _____ C/P _____ Holds _____ TABE _____ SGASTDN _____

GPA _____ Term Completed _____

Transcript process date _____ Diploma Date _____ Diploma mail date _____

INSTRUCTIONS FOR COMPLETING THE GRADUATION APPLICATION FORM

Please note the following:

1. Students should review their academic record with their advisor to determine that they have met, or will meet, graduation eligibility by the term indicated.
2. Students and advisors must sign the graduation application (items 8 & 9) attesting that the student has declared the major and met, or will meet, all graduation requirements.
3. The graduation application is valid only for the term shown on the application. A student who does not complete all program requirements within the term noted must submit a new graduation application for the term in which requirements will be completed.
4. The graduation application must be submitted to Enrollment Services (Building 15) by the designated deadline so that it can be processed. *Please refer to FGC's Academic Calendar for published deadlines.*
5. A student must have a completed Graduation Application on file in Enrollment Services in order to participate in the FGC Graduation Ceremony.
6. *Please allow four to six weeks following the semester of completion for the mailing of diplomas and/or certificates.*