Florida Gateway College
Graduation Application
(PLEASE PRINT CLEARLY)
See the reverse side of this form for instructions and important information.

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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 _____

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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.***