INSTRUCTIONS FOR STUDENT:

1. Apply for graduation in your final semester at ABAC. Your completed application should be received at the Academic Support Center by the deadline each semester. The non-refundable application fee is $20 if received by the deadline below. The fee for late applications is $30. The deadlines are as follows:
   - Fall Semester - 5th Friday after classes begin
   - Spring Semester - 5th Friday after classes begin
   - Summer Term - 3rd Friday after classes begin
   The fee will be charged to your Student Account and must be cleared before you will receive your diploma.
2. Meet with your advisor to complete your application and degree evaluation. If pursuing multiple degrees/certificates, complete a separate application for each one.
3. Ensure your mailing address is up-to-date in Banner Web - this is the address where your diploma will be mailed!!
4. Bring your completed graduation application to the Academic Support Center (located on the bottom floor of the Carlton Center/Library). An Academic Counselor will review your application to ensure the application is complete and all required documents are included.

STUDENT INFORMATION:

Participate in Graduation Ceremony? _____Yes _____No

Name _________________________________ ID# ______________________
Print exactly as it should appear on the diploma/certificate
Legal name ONLY, no nicknames

Signature ___________________________________ Cell Phone Number __________________________

Term/year: 20___  ☐Spring  ☐Summer  ☐Fall  Email address: ________________________________

Degree Type:  Bach  AA/AS  AAS  Co-op  Major ________________________________

If not completing final courses/graduation requirements at ABAC, provide school name __________________________

ADVISOR/DEPT/SCHOOL APPROVAL:

Advisor’s name PRINTED

Signature of Academic Advisor ___________________________ Date __________
Signature of Dept Head/School Dean ___________________________ Date __________

RECEIVED BY ACADEMIC SUPPORT:

Date ____________ By __________________________

SIGS __________ DE __________ #DIPL __________

TO BE COMPLETED BY ACADEMIC SUPPORT:

Items noted below indicate graduation requirement(s) which are not met. See your Academic Advisor if you have questions:

_____________________________________________________

_____________________________________________________

_____________________________________________________

1st Review ___________________________ Date __________  Final Review ___________________________ Date __________

Posted in SHADEGR _____ Fee Posted in TSAMASS _____ Date Degree Recorded ___________________________

Copies sent: _____Advisor _____Student