



Graduation Application

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

Student I.D. Number _____

NOTES: Name will appear on the diploma as reflected on your FGC academic record. Diploma will be mailed to your current address on record with FGC. Visit MyFGC to review and verify your mailing address.

- 1) _____
First Name Middle Name Last Name Suffix
- 2) Term of expected graduation: ☐ Fall ☐ Spring ☐ Summer A* ☐ Summer B/C* Year _____
*Note: Summer graduates who wish to walk, must participate in the Summer Ceremony
- 3) Will you participate in the graduation ceremony? ☐ Yes ☐ No
- 4) Please select the degree, certificate, or Applied Technology Diploma. Write the name & code for the Course of Study (AA degree) or Major (BS/BAS, AS/AAS, ATD, or Certificate). A separate application is required for additional programs.
(Choose 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: ☐ Yes ☐ No
(If yes, include the 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:
☐ GPA ☐ Foreign Language ☐ Computer Competency ☐ Civic Literacy ☐ Gen Ed Core
Other: _____
- 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 a change of major form.
- 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/course 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. I further authorize FGC to award additional certificates or degrees that I may be eligible to receive. If I choose to participate in the graduation ceremony, I consent to all publicity associated with the ceremony.
Student Signature: _____ **Date:** _____

Registration & Records Office use only: (System Flagged: _____ Catalog Term: _____)				
Residency _____	C/P _____	Holds _____	TABE _____	SGASTDN _____
GPA _____	Term Completed _____	Diploma Date _____	Diploma Mail Date _____	
PTK _____	Honors _____	Honors Flag _____	SHADIPL _____	

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 Registration & Records (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 Registration & Records 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.***