



NOTIFICATION OF GRADUATION

Office use only:	
Paid	_____
Exit	_____
Bus Off Hold	_____
Awarded	_____
GPA	_____ Honor
Diploma mailed	_____

This form is to notify the Registrar's Office that you expect to meet all requirements for graduation at the end of the following semester:

Summer 20____
 Fall 20____
 Spring 20____

Pay nonrefundable \$40.00 graduation application fee at the Cashier's Office located upstairs in Engram Hall.

SECTION I

Print Name: _____ Student ID: _____
(As you wish to appear on diploma)

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

E-mail Address: _____

Degree (circle one): AA AS ASN Program of Study: _____
If Education, please indicate option: Early Childhood, Middle Grades, Secondary, Special, Speech-Language Pathology, or Health & Physical Education

SECTION II

A graduation checkout and the following *must* be completed by your advisor.

Degrees:
 AA - Associate of Arts
 AS - Associate of Science
 ASN - Associate of Science in Nursing

Has Met or Will Meet Grad Term	Will Not Meet by Grad Term	Request Review of Record*	<u>Graduation Requirements**</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion of required Course Work for degree declared above . (Advisor must complete any needed course substitution form(s)).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GPA of 2.0 on courses presented for graduation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Met Regents' essay and reading requirement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Met U.S. and Georgia History & Constitution requirement.

The following two items are the student's responsibility:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student registered at SGC during term graduation requirements are met. (See catalog for exceptions).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearance of financial obligations to SGC.

* Believe requirement met but not reflected on the Web page.
 ** See Requirements for Graduation of Current SGC Catalog for more information.

Application Deadline:
Last day of class the term
prior to the graduation term.

SECTION III

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____
Please attach completed Graduation Checkout to this notification of graduation.

Financial Aid: _____ Date: _____
Financial Aid Exit Loan Counseling available at www.studentloans.gov.

SECTION IV

I **plan** to participate in the Graduation Commencement Ceremony to be held in May. I understand that the cost of cap and gown will be in addition to the \$40 graduation application fee.

I **do not plan** to participate in the Graduation Commencement Ceremony to be held in May.

REQUIREMENTS FOR GRADUATION

1. A completed Notification of Graduation must be turned in to the Registrar's Office at least one term prior to the expected date of graduation.
2. The satisfactory completion of the prescribed course requirements for a specific educational program described in the current SGC catalog with a minimum of sixty-four (64) semester credit hours for an associate degree.
3. The achievement of a cumulative grade point average of 2.0 (a C average) in all courses presented for graduation.
4. The satisfactory completion of the requirements of the Regents.
5. The demonstration of a satisfactory knowledge of the history and constitutions of the United States and Georgia.
6. A student must be registered at SGC the term graduation requirements are met. Exceptions may be made when no more than two courses are involved and approval of the Registrar is secured in advance. If more than two courses are involved, approval must be secured from the Vice President for Academic Affairs.
7. The clearance of all financial obligations at South Georgia College.