



Instructions for Completing the Graduation Application

Students nearing the completion of a degree may apply for graduation. Please carefully review the instructions listed below prior to completing the application on Pages 2 and 3.

1. Check Eligibility

Using your Degree Plan Worksheet, ensure you have met all the academic requirements for graduation, including completing all required courses and earning the necessary credits.

2. Review Graduation Requirements

Review Simmons College graduation requirements to ensure that you have met the minimum GPA and Christian Service requirements.

3. Meet with an Academic Advisor

Schedule an appointment with your academic advisor to review your academic progress and verify that you meet all the graduation requirements.

4. Complete and Submit the Application Package for Graduation Form

Obtain a graduation application from the Simmons College Registrar's Office or the college website at <https://simmonscollegeky.edu/learn/student-forms/>. This form may also be available online through the Falcon portal. The completed application must include signatures in parts 2 through 6, or the form will be considered incomplete and returned to the student.

5. Application Package Submission

Completed applications along with the signed Degree Plan Worksheet must be submitted to the Associate Vice President of Academic Affairs by the required deadline.

6. Pay Graduation/Senior Fees

Pay the required graduation/senior fees electronically on the college website at <https://simmonscollegeky.edu/apply/pay-tuition-and-fees/> by the required deadline. The fee covers costs such as diploma printing, commencement ceremonies, and administrative processing.

7. Confirmation

After submitting your completed application package, you should receive a confirmation email notification from Simmons College registrar's office. The Office of Academic Affairs will perform a final review of your student record to ensure that you have fulfilled all degree requirements. Once your application is approved, you will receive information about the commencement ceremony, including date, time, location, and any additional instructions. You are responsible for checking your Simmons College email account for official notices and information regarding graduation.

8. Receive Your Diploma

After successfully completing your degree requirements and graduating, you will receive your diploma and a complimentary copy of your official transcript. Your diploma can be picked up at the front receptionist desk in the A&L Building. If you would like to have it mailed to your permanent mailing address, please indicate so on the application.

