

# **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 <u>https://simmonscollegeky.edu/learn/student-forms/</u>. 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 <u>https://simmonscollegeky.edu/apply/pay-tuition-and-fees/</u> 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. <u>You are responsible for checking your Simmons College email account for official notices and information regarding graduation.</u>

#### 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.



This application must be approved and signed by your advisor. A completed and signed Degree Plan Worksheet must accompany this Application for Graduation. Confirm and review all degree requirements in the catalog you are using such as GPA, credit requirements, and Christian Service hours.

Part I. Student Information						
This application is for:	_Year [	☐ Fall ser	nester	□ Spring	semeste	r
Student Name		Student	ID #		Phone	
Permanent Mailing Address		City			State	Zip Code
School Email Address			Personal Er	nail Address	\$	
Part II. Degree and Commence Associate of Arts in General Stu Associate of Arts in Teacher Ed Bachelor of Arts in Applied Ma Bachelor of Arts in Business En Bachelor of Arts in Interdiscipli Bachelor of Arts in Religious St Bachelor of Science in Compute Commencement Ceremony Log The commencement ceremony is he Do you plan to participate in the cor	udies lucation thematics atrepreneurship nary Studies tudies er Information Sys gistics Id each May at the nmencement cerem	tems	Associate of Associate of Bachelor of Bachelor of Bachelor of Master of S n of the Spri Yes 🗌 No	of Arts in Re of Applied So f Arts in App f Arts in Cro f Arts in Mu f Arts in Soc Science in M	ligious St cience in blied Psyd ss-Cultur sic Perfor iology edical Sc	tudies Early Childhood Educatior chology ral Communications rmance iences
Please clearly print your name as it s	should appear on y	our diplor	na.	Mail D	iploma?	☐Yes ☐ No
List your height and weight for your	graduation regalia	a. If you wi	ill not partic	ipate in the	ceremony	y, write NA.

Height \_\_\_\_\_ Weight \_\_\_\_\_

#### **Graduation/Senior Fees**

Graduation/Senior fees of \$175 (subject to change) must be paid online through the Simmons College website at <u>https://simmonscollegeky.edu/apply/pay-tuition-and-fees/</u>.

#### Part III. Student Acknowledgement

I understand that the information provided is complete and accurate to the best of my knowledge. I further understand that my diploma and official transcript will not be issued by the college until all requirements for graduation are completed.

Part IV. Courses remaining to be completed in the final semester before graduation.

Course No. Course Title		Credi	ts Semester
Total Number of Credits			

As academic advisor for the above selected program, I agree that the student listed above has/will be completing the program requirements as listed in the catalog curriculum for the term indicated. Course substitutions have been submitted and are indicated on the Degree Plan Worksheet.

FOR OFFICE US	E ONLY – For completion	by Academic Advisor				
Degree Plan Wo	rksheet completed (must a	Recomm	Recommended for Graduation			
GPACredits Completed		Credits Remaining	□ Not Rec	□ Not Recommended for Graduation		
Advisor Name		Advisor Signature		Date		
Part V. Christian	Service Hours					
Christian Service Ho	urs completed $\Box$ Ye	es 🗌 No # o	f hours			
Director of Christian Service		Director's Signature		Date		
Part VI. Career D	evelopment Services – S	Select all services used				
Handshake	Webinar	GRE Prep	□ Vmock	Career Fair		
🗌 Key Program	Ley Program 🗌 Ready, Set, Intern 📄 Career Development 4-year Plan		an			
Career Ready Workshops		☐ Falcon Nation Fri				
Director of Student S	Success & Career Services	Director's Signatur	Director's Signature			
FOR OFFICE US	E ONLY – For completion	by Office of the Registrar				
Final GPA Missing Requirements				Approved for Graduation Denied for Graduation		

Vice President of Academic Affairs Signature