Print Form

APPLICATION FOR DIPLOMA OR CERTIFICATE

I wish my name to appear on my diploma/certificate as shown below.

FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

NUMBER & STREET _____ TELEPHONE _____

CITY _____ PROVINCE _____ POSTAL CODE _____

I intend to graduate from the _____ PROGRAM

My graduating YEAR is: _____ My grad fee is paid (included in full-time tuition) YES ◯ NO ◯

Convocation information is sent by e-mail prior to the June ceremony. Please respond through that e-mail if you wish to attend the ceremony. Diploma or certificates will be mailed after the ceremony, if you do not attend.

E-Mail Address: _____

IN ORDER TO BE ELIGIBLE FOR GRADUATION, A CANDIDATE MUST:

1.MEET ALL ACADEMIC REQUIREMENTS FOR THIER PROGRAM OF STUDY
2.PAY THE REQUIRED GRADUATION FEE (not included in tuition if you are a part-time student)
3. CLEAR ALL OUTSTANDING ACCOUNTS WITH THE COLLEGE
4. SUBMIT GRADUATION APPLICATION FORM TO THE REGISTRAR'S OFFICE

NOTE: Failure to submit an application or to comply with the requirements above will result in your Diploma/Certificate NOT being available

I am aware of the regulation requirements for graduation from the above program and understand that all outstanding accounts with the College (Accounting Department, Bookstore, Resource Centre, etc.) must be settled prior to graduation.

Student Number: _____ Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

GRAD DATE: _____

APPLICATION : ◯ QUALIFIES G.P.A. _____ PROGRAM CODE _____

◯ DOES NOT QUALIFY, MISSING COURSES _____

◯ QUALIFIES BUT ON "HOLD"

GRADUATION APPROVED ☐ DIPLOMA: Mailed: _____ Picked-Up: _____

TO ALL POTENTIAL GRADUATING STUDENTS

Dear Student:

In order to **qualify to graduate and receive your certificate/diploma** you **must ensure** that you:

a) Have met all academic program graduation requirements as outlined in the College Calendar and a minimum grade point average of at least 2.00 must be obtained.

b) If your program finishes at the end of **April**, fill out an **APPLICATION TO GRADUATE FORM** (available in the Registrar's Office) prior to the end of **March**. If your program ends in **December**, you must submit your **APPLICATION FORM** in **November** and in **July** for summer graduates.

c) If you have been a **part-time student**, please **ensure that your graduation fee is paid** at the time you apply to graduate.

d) Have ensured that any "I" (incomplete) grades are cleared from your student record.

e) **Have ensured that any "encumbrance" (i.e. fees owing, library books not returned, etc.) have been resolved.**

All these conditions must be met in order to attend the June Convocation.

If you have any questions, please contact Judy Shakespeare at (519) 542-7751 Ext. 3294 between 2:00 and 4:00 p.m., Monday through Friday.

Sincerely,

Cathie Holden
Registrar