

Applying for Graduation

Graduate Degree Applicants

► Steps to follow

- Complete the Graduate Degree Application form.
Submit a separate graduate degree application for each degree.
- Complete the accompanying Graduate Degree Certification form(s) and have it approved by
 1. your adviser,
 2. the graduate coordinator/director of your program, and
 3. the Dean of the College.
- Pay the application fee in the Office of Student Accounts. Obtain and keep your receipt.
- All forms, including your receipt for the application fee, must be submitted to the Office of the Dean no later than the last day to apply for graduation given on the Academic Calendar. Applications submitted after the deadline are subject to an additional late fee.
- If any information changes on your application or certification it is your responsibility to notify the Office of the Registrar as soon as possible.

► To be eligible for graduation, you must:

- Meet all course requirements.
- Meet all program requirements.
- Have a cumulative GPA of at least 3.0 on all graduate work attempted at Coastal Carolina University.
- Have earned the minimum hours as determined by the degree (30 earned hours minimum).

A degree candidate is not eligible to participate in a commencement ceremony that is earlier than the final semester the candidate will complete his/her degree requirements:

- Fall semester candidates are eligible to participate in the December commencement ceremony.
- Spring semester candidates are eligible to participate in the May commencement ceremony.
- Summer semester candidates (May, Summer I, Summer II) are eligible to participate in the August commencement ceremony.
Summer semester candidates are *not eligible* to participate in the May commencement ceremony.

► General information:

- You may **not** have your degree posted to your transcript or receive your diploma until after the application has been certified by the Office of the Registrar and approved by the Office of the Provost. This process may take 4 to 6 weeks after the commencement date.
- If you do not fulfill the requirements by the last day of final exams (i.e. you are not certified to graduate), **you must reapply** for graduation (re-application fee waived). Apply for a graduation semester in which all requirements will be completed.

- **NOTE: Even if you walk in Commencement, you will not receive your diploma and your degree will not be posted to your transcript until after the application has been certified by the Office of the Registrar and approved by the Office of the Provost.**

Go to coastal.edu/commencement for important information
regarding the commencement ceremony and ticketing.



Application for Graduate Degree

Please type.

- Please submit this application, the Degree Certification form and the application fee receipt to the Dean of your college no later than the deadline date as set in the current academic calendar. Applications submitted after the deadline are subject to an additional late fee.
- A minimum GPA of 3.0 or higher must be attained. The minimum hours are determined by the degree (30 earned hours minimum.)
- Your diploma will be ordered from information provided on this form; please review for accuracy.

Student ID number _____ Date _____

Applicant's signature _____

CCU Email _____

► **Important commencement information will be emailed to your CCU email address. Please make sure you check your CCU email frequently.**

Graduation semester: Spring/May Year _____
 Summer/August Year _____
 Fall/ December Year _____

Do you plan to attend the commencement ceremony? Yes No

NAME: Please use name listed in student records. To change name, you must file legal documentation with the Office of the Registrar.

First name _____ First middle name _____

Second middle name (if applicable) _____

Last name _____ Jr., III, etc. _____ Accent (if applicable) _____

ADDRESS: List the address you want your diploma mailed to.

Street _____

City _____ State _____ Zip code + four _____ Telephone (_____) _____

OPTION: I prefer to pickup my diploma from the Office of the Registrar. Yes No

If yes, you will receive notification by telephone when your diploma is available.

DEGREE / MAJOR

Degree name _____

Concentration _____

Certificate _____

ADMINISTRATIVE USE ONLY

Code _____ Entered _____

Audit 1 _____

Code _____ Audit 2 _____

Certification 1 _____

Code _____ Certification 2 _____

Graduated _____

Diploma mailed/pickup date _____

Hours earned _____ CCU GPA _____

Degree requirements not fulfilled. Missing requirement(s): _____

All degree requirements are fulfilled.

Registrar's signature _____ Date _____

Date _____

Catalog Year _____

I certify that I have examined, or have had examined by my designee, the degree requirements of:

Name of student _____

Student ID number _____, and that this student will have completed all requirements for a (MBA, M.Ed., MS, MA, etc.) _____ degree in _____ by (month/year) _____, providing the following course(s) are completed with a minimum of the grade specified.

A minimum GPA of 3.0 or higher and a minimum 30 earned hours is required. All coursework must be completed by the last day of the academic term in order to be eligible for graduation. List only courses/grades required for minimal satisfaction for degree requirement.

Department	Course number	Credits	Course title	Minimum grade required	Grade earned <small>Registrar's use only</small>

Total credits required:

Other degree requirements*	Date completed	Date confirmed by Program/College	Confirmed by whom in the College	Registrar's use only

*i.e., PLT, Thesis, etc.

Comments _____

Signature of Adviser _____ Date _____

Signature of Program Coordinator/Director _____ Date _____

Signature of Dean of College _____ Date _____

Final responsibility for satisfying degree requirements, as outlined in the *University Graduate Studies Catalog*, rests with the student. I understand that all the above requirements must also be completed as specified by the date indicated in order to graduate and participate in the upcoming commencement exercises.

Signature of student _____ Date _____