



# Applying for Graduation

## Steps to follow:

- Complete the Degree Application form. Submit a separate degree application for each degree.
- Complete the accompanying Degree Certification form and have it approved by your adviser and the department chair of your major.
- If applicable, complete the Minor Certification form and have it approved by your adviser and the department chair of your minor.
- Submit all forms to the Office of the Dean (of your major) with a \$25 application fee receipt.  
(Payments should be made to the Office of Student Accounts.)
- 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 “in residence” requirements.
- Meet all departmental or program requirements.
- Have a cumulative GPA of at least 2.0 on all work attempted at Coastal Carolina University.
- Have earned the minimum hours as determined by the degree (120 earned hours minimum).

## To graduate with Honors you must meet the following criteria:

1. Earn at least 60 credit hours applicable toward the degree “in residence” at Coastal Carolina University.
2. Honors will be calculated based on your Coastal Carolina University GPA.

Summa Cum Laude:	GPA 4.000
Magna Cum Laude:	GPA 3.750 to 3.999
Cum Laude:	GPA 3.500 to 3.749

For more information, please read about “Graduation with Honors” in the Academic Regulations section of the University Catalog (<http://www.coastal.edu/catalog>).

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.
- A minimum GPA of 2.000 or higher must be attained. The minimum hours are determined by the degree (120 earned hours minimum.)
- Graduation with Honors will be based on the student's Coastal Carolina University GPA.
- Your diploma will be ordered from information provided on this form; please review for accuracy.

Student ID number \_\_\_\_\_ Catalog Year \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Graduation term:  Spring (year) \_\_\_\_\_  Summer (year) \_\_\_\_\_  Fall (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) \_\_\_\_\_

**LOCAL ADDRESS (Commencement information will be mailed to this address.)**

Please note that important commencement information will be mailed to your local address. To view/update your local address in the system, please visit WebAdvisor for Students (<http://webadvisor.coastal.edu>) and select the "Update My Local Address" link.

**FORWARDING ADDRESS (Diplomas and alumni information will be mailed to this address.)**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code + four \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

**DEGREE / MAJOR**

Degree name \_\_\_\_\_

First major name\* \_\_\_\_\_

Second major name\* \_\_\_\_\_

First minor name \_\_\_\_\_

Second minor name \_\_\_\_\_

Specialization \_\_\_\_\_

\*Majors will appear in this order on the diploma and transcript.

**ADMINISTRATIVE USE ONLY**

Code \_\_\_\_\_ Entered \_\_\_\_\_

Code \_\_\_\_\_ Audit 1 \_\_\_\_\_

Code \_\_\_\_\_ Audit 2 \_\_\_\_\_

Code \_\_\_\_\_ Certification 1 \_\_\_\_\_

Code \_\_\_\_\_ Certification 2 \_\_\_\_\_

Code \_\_\_\_\_ Graduated \_\_\_\_\_

Diploma Order Date \_\_\_\_\_

Hours earned \_\_\_\_\_ CCU GPA \_\_\_\_\_

Honors:  Summa Cum Laude 4.0  Magna Cum Laude 3.75-3.999  Cum Laude 3.5-3.74  Less than 60 Hours

Degree requirements not fulfilled. Missing requirement(s): \_\_\_\_\_

All degree requirements are fulfilled.

Provost's signature \_\_\_\_\_ Date \_\_\_\_\_