

GRADUATION APPLICATION

GRADUATION ELIGIBILITY REQUIREMENTS: To receive an Endicott College degree, a student must have earned the correct number of credits required, completed all requirements for their major and/or concentration, and earned the minimum Cumulative Grade Point Average (GPA) for his or her degree and major (see catalog for minimum GPA for your major—2.00 is minimum for many undergraduate majors and 3.0 for graduate programs). **MASTER DEGREE CANDIDATES** must have also satisfactorily completed the Comprehensive Examination in their degree area, if required. **DOCTORAL CANDIDATES** must have successfully defended and received approval signatures on their dissertation.

GRADUATION FEE: A graduation fee of \$200 is assessed for all students who qualify for a degree from Endicott College. This assessment covers a variety of items associated with Commencement, including degree audit, preparation of diploma and commencement related ceremonies. The graduation fee is a mandatory requirement, regardless of participation in Commencement ceremonies or activities.

- Day School Students: Your fee may already have been paid. Check your online bill or Contact Bursar's Office at 978-232-2031.
- Van Loan Students: Your fee may already have been paid. Check your online bill or Contact Van Loan Bursar's Office at 978-232-2053.

STUDENT ID: _____ **NAME as it appears on COAST :** _____

Please print your name as you wish it to appear on your diploma*.

First Name

Middle Name

Last Name/Suffix

If you have an accent mark/special character in your name, please add a note explaining what it is and which letter it attaches to:

*You may provide your legal name only as defined by Social Security. Names are printed directly from the database (the name you see when you log into COAST), so if you need to change your current name please provide legal documents proving name change. Acceptable documents include marriage certificate, divorce decree, and change of name petition

DEGREE (check only one)

- | | | | |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Associate in Arts | <input type="checkbox"/> Bachelor of Arts | <input type="checkbox"/> Master of Arts | <input type="checkbox"/> Ph.D. |
| <input type="checkbox"/> Associate in Science | <input type="checkbox"/> Bachelor of Fine Arts | <input type="checkbox"/> Master of Fine Art | <input type="checkbox"/> Ed.D. |
| | <input type="checkbox"/> Bachelor of Science | <input type="checkbox"/> Master of Business Administration | |
| | | <input type="checkbox"/> Master of Education | |
| | | <input type="checkbox"/> Master of Science | |

MAJOR: _____ **CONCENTRATION:** _____

MINOR 1: _____ **MINOR 2:** _____

WHEN DID YOU / WILL YOU TAKE YOUR LAST COURSE? Fall Winter Spring Summer YEAR _____

- I intend to participate in the Commencement Ceremony in May as degree candidate (year) _____
- I do not intend to participate in Commencement

SPRING COMMENCEMENT CEREMONY ELIGIBILITY REQUIREMENTS: Students may participate in commencement exercises prior to completion of degree requirements if they meet the following criteria:

- **MINIMUM CREDITS** - Bachelor degree students may be up to six (6) credits short of the requirements for a degree in their major or the twelve-credit semester internship upon approval of their school Dean. Associate degree students may be up to six (6) credits short of the requirements for a degree in their major. Graduate degree students may be up to six (6) credits short of the requirements for a degree in their major. Students will not receive their diploma until requirements are complete.

NOTE: A student may not fall below both the minimum credits and the minimum Cumulative GPA in order to participate in Commencement Ceremony.

- **MINIMUM GPA** - A student entering their last semester with the minimum Cumulative GPA required of their degree and major may participate in Commencement exercises if they fall below that minimum in their last semester. Students will not receive their diplomas until all requirements are complete.
- **DOCTORAL CANDIDATES** must have successfully defended and received approval signatures on their dissertation.
- Students who fail to meet graduation requirements at the end of the semester will be notified, at the time, by the Dean of the appropriate school and will be permitted to participate in the commencement ceremony if they meet the stated requirements.
- All financial obligations to the College must be paid two weeks prior to Commencement in order to participate in the Commencement Ceremony.
- Any student may only participate in one Commencement Ceremony per degree. The \$200 application fee must be submitted by March 13st of the commencement year.

COMMENCEMENT PARTICIPATION STATUS:

- I will complete my degree requirements prior to commencement.
- I will be completing my degree requirements after commencement.
- I have 3-credits remaining to complete my degree requirements
 - I have 6-credits remaining to complete my degree requirements
 - I have the 12-credit semester internship remaining to complete my degree requirements.
(Needs approval from the Dean of your school)

CONTACT INFORMATION FOLLOWING YOUR DEGREE COMPLETION:

Complete Mailing address:

Email address:

Permanent phone number and/or cell phone number:

(Please complete, sign, date, and submit this form to:

Office of the Registrar - Endicott College - 376 Hale Street - Beverly, MA 01915)

Student Signature: _____ **Date:** _____

Dean Signature: _____ **Date:** _____
(If missing 12-credit semester internship)