



# Congratulations!

## Application Deadlines

Fall - October 15

Early Spring Deadline - December 1

Spring - February 15\*

Summer - June 15\*

## Instructions:

- Meet with your advisor/department chair for a final review of your degree/audit to determine that all coursework or course substitutions have been or will be completed by the end of the term in which you are requesting to graduate. Please notify the Registrar in writing, if you are taking courses at another college to complete your program requirements. All coursework and/or course substitutions must be completed and a final grade must be submitted to the Registrar no later than the last day of COA exams for that semester.
- Satisfy all debts with COA Business Office and the Library.
- **Regularly check your COA Gmail account for instructions relating to the commencement ceremony.**

*Diplomas will be mailed approximately 3 weeks after semester grades are confirmed and graduation audits are completed. You will not receive your diploma if you have not satisfied all debts at COA.*

*\* Applications received after this deadline may not be evaluated in enough time for your name to appear in the graduation program.*



APPLICATION FOR GRADUATION

Applications should be received by the published deadlines if you are planning to participate in the commencement ceremony.

Application Deadlines

Fall Deadline
October 15
May Ceremony

Early Spring Deadline
December 1
May Ceremony

Spring Deadline
February 15\*
May Ceremony

Summer Deadline
June 15\*
July Ceremony

Date / /

Student ID

Name for Diploma or Certificate

Phonetic Spelling of Name/How you Would Spell it for Someone to Pronounce

(Example: Cheyenne Liley = Shy-ann Ligh-lee - rhymes with highly)

Phone Number ( ) -

Please check one of the following:

I am applying for:

Degree (Two-Year) in Program Program Code

Degree (One-Year) in Program Program Code

Certificate in Program Program Code

Semester your program will be completed: Fall Year Spring Year Summer Year

Commencement ceremonies are held in May and July. Certificate Completers are not eligible to participate in commencement.

I do plan to attend the Commencement Ceremony.

I do NOT plan to attend the Commencement Ceremony.

PLEASE REMEMBER TO CHECK YOUR COA GMAIL FOR COMMENCEMENT CEREMONY UPDATES.

Important Information

I hereby apply to graduate from College of The Albemarle in the Degree/Diploma Program listed above. I understand that I must complete all requirements pertaining to my Degree/Diploma/Certificate as specified by the catalog. I understand and have read all of the instructions and deadlines contained within the COA Graduation Packet. I understand that I must complete a final review with my Advisor.

Student Signature Date / /

Advisor Signature Date / /

\* Applications received after this deadline may not be evaluated in enough time for your name to appear in the graduation program.