



Congratulations!

Application Deadlines

Fall - October 15

Early Spring Deadline - December 1

Spring - February 15*

Summer - April 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.
- Summer Applicants: You must be within 12 hours of completing your requirements and registered for those hours when submitting your application.
- Return your completed Application for Graduation **with your Program Evaluation** by the deadline noted above; or mail your application to College of The Albemarle, Attn: Registrar, PO Box 2327, Elizabeth City, NC 27906-2327.
- 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 6 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

Early Spring Deadline
December 1

Spring Deadline*
February 15

Summer Deadline
April 15

Date ____/____/____

Student ID _____

Name on Diploma or Certificate _____

Phone Number (____) _____ - _____

Please check one of the following:

I am applying for:

Degree (Two-Year) in _____ Program Code _____

Degree (One-Year) in _____ Program Code _____

Certificate in _____ Program Code _____

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

Commencement ceremony is held once a year in May. Certificate Completers are not eligible to participate in commencement.

I do plan to attend the May Commencement Ceremony.

I do NOT plan to attend the May Commencement Ceremony.

PLEASE REMEMBER TO CHECK YOUR 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.