



Application for Graduation

Office of Student Records

\$100.00 due at time of application
\$25.00 late fee if submitted after deadline

Instructions for completing this form:

- **PRINT AND COMPLETE THE ADVISING SHEETS FOR YOUR MAJOR** – Advising Sheets are found online at www.rocky.edu. Click on Academics and scroll down to the Advising Sheets link within your catalog year.
- **COMPLETE THIS FORM AND REVIEW WITH YOUR ADVISOR** – List the courses you are currently enrolled in and the courses you plan to register for next semester (if applicable) on the corresponding tables shown below. Review completed form with your Advisor. Before submitting to the Student Records Office, signatures must be obtained from your advisor and faculty within your major/minor department.
- **SUBMIT COMPLETED FORM TO THE STUDENT RECORDS OFFICE** - Attach completed advising sheets and payment to the completed Application for Graduation and return to the Student Records Office by the deadline shown below.

Anticipated Graduation Date: December, _____ (year) - *application due April 1st (of previous year)*
May, _____ (year) - *application due April 1st (of previous year)*

Name: _____ **SSN:** _____

Full name (as it should appear on diploma and in program): _____

Hometown (as listed in the graduation program): _____

Current Local Address:

Mail Diploma To:

Phone: _____

E-mail: _____

Permanent Address for Alumni Affairs:

Note: Diplomas may be picked up in the Student Records Office after June 15th. **If not picked up, the diploma will be mailed to the above address the first week of August.** All obligations to the College must be cleared before the diploma is released.

I hereby make formal application for the degree of: Catalog year _____

Associate of Arts _____
Bachelor of Arts _____

Bachelor of Science _____
Master of Accountancy _____

Master of Physician Asst. Studies _____
Master of Educational Leadership _____

Major: _____ **List current and remaining courses to be completed within your major.**

Course No.	Course Title	Credits	Grade	Institution	Term

Faculty Advisor: _____ **Date:** _____

Second Major: _____ **Minor:** _____

List current and remaining courses to be completed for a second major or minor.

Course No.	Course Title	Credits	Grade	Institution	Term

Faculty Advisor: _____ **Date:** _____

List current and remaining general education courses to be completed.

Course No.	Course Title	Credits	Grade	Institution	Term

The following requirements must be met to graduate:

- 124 semester hours completed: _____
- No more than 64 semester hours counted from two-year college: _____
- 40 upper division credits (including 12 major, 6 minor, 20 at RMC): _____
- Minimum of 30 hours from RMC (including 24 of the last 30 hours): _____
- 2.00 cum GPA: _____
- 2.25 cum GPA: _____ (Education)
- All course substitutions must be clearly approved by Advisor/Department

Advisor Signature: _____ **Date:** _____

I understand that review of this Application for Graduation is based solely on the information reported at time of submittal, and that it is my responsibility to notify the Student Records Office and my Academic Advisor of any changes affecting my current and projected enrollment.

Student Signature: _____ **Date:** _____