



Application for Graduation

Office of Student Records

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

Read instructions before completing the form:

- **PRINT AND COMPLETE THE ADVISING WORKSHEETS FOR YOUR MAJOR(S) AND ANY MINORS.**
Advising Worksheets are online at rocky.edu. Go to Resources>>Student Tools>>Academic Advising/Registration.
- **COMPLETE FORM(S) AND REVIEW WITH YOUR ADVISOR(S)** – 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 payment (or receipt of 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 academic year spring semester)*
May, _____(year) -*application due April 1st (of previous academic and calendar year)*

Name: _____ **SSN:** _____

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

Hometown (to list in the graduation program): _____

Current Local Address:

Mail Diploma To:*

Phone: _____

E-mail: _____

Permanent Address for Alumni Affairs:

***Note:** Students who have met all requirements for graduation may pick up diplomas at the Office of Student Records after June 15th. All obligations to the College must be cleared before the diploma is released. Student Records will contact students via their rocky.edu email to arrange delivery of diplomas that are not picked up.

- I hereby make formal application for the degree of (please check):**
- Bachelor of Arts _____ Bachelor of Science _____ Associate of Arts _____
 Master of Educational Leadership _____ Master of Physician Asst. Studies _____ Master of Accountancy _____
 Doctor of Occupational Therapy _____

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

Course No.	Course Title	Credits	Grade	Institution	Term

Signature of Faculty Advisor for Major: _____ **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

Signature of Faculty Advisor for Second Major or Minor: _____ **Date:** _____

List current and remaining core curriculum general education courses to be completed.

Course No.	Course Title	Credits	Grade	Institution	Term

The following requirements must be met to graduate with a bachelor’s degree (one or more majors):*

- 120 semester hours completed: _____
- No more than 64 semester hours counted from two-year college: _____
- 39 upper division credits (including 12 in a major, 6 in a minor if chosen, 20 at RMC): _____
- Minimum of 30 hours from RMC (including 24 of the last 30 hours): _____
- 2.00 cum GPA: _____ (3.0 Education)
- 2.25 cum GPA in the major: _____ (3.0 Education)
- *See website/catalog for requirements for graduating with a second bachelor’s degree (not a second major)

All course substitutions must be clearly approved by Advisor/Department

Academic Advisor Signature: _____ **Date:** _____

Read and Sign Below: I understand that review of this Application for Graduation is based solely on the information reported at time of submittal, and is not a guarantee of graduation. 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:** _____