

Requirements for Graduation

Students are encouraged to visit with an Academic Advisor to complete and submit the Intent to Graduate form. Students are responsible for meeting the requirements for graduation or program completion as set forth in the Seminole State College catalog.

All students are required to:

- Review their unofficial degree progress report to ensure that all of the required classes/credits are completed prior to applying for graduation.
- Earn a minimum Overall (CUM) and Seminole State GPA of 2.00 or higher before degree conferrals take place.
- Review their unofficial degree progress report for course substitutions and/or course equivalencies. All course substitutions and/or course equivalencies must be received and approved prior to applying for graduation.
- Review their unofficial degree progress report for Incomplete and NG grades. Final grades must be assigned to these classes and it is the student's responsibility to contact each professor. **All grade changes must be received and processed before degree conferrals take place.**
- Ensure that all transcripts for courses taken at other institutions as a transient student are requested promptly to be sent to Seminole State. **All transcripts must arrive before degree conferrals take place.**
- Ensure that all outstanding financial obligations to the college are satisfied prior to applying for graduation.
- Verify that the name listed on their Seminole State account is the name that they would like to have printed on their diploma and commencement program. If necessary, **request a name change prior to applying for graduation by submitting a Student Records Information Change Form (seminolestate.edu/registrar/onlineforms).**
- Verify that the mailing address listed on their Seminole State account is the address where their diploma should be mailed to. If necessary, **request an address change prior to applying for graduation by submitting a Student Records Information Change Form (seminolestate.edu/registrar/onlineforms).**

Important Notes

- Visit the Graduation website (seminolestate.edu/graduation) for additional graduation instructions and to confirm participation at the Commencement ceremony. Please note that this is a separate step. *Commencement ceremonies are held in May and December. Summer graduates are invited to participate in the December ceremony.*
- All communications related to graduation and commencement will be sent out via the Seminole State student email account.
- Students wishing to continue their studies at Seminole State beyond graduation must submit a Student Records Information Change Form (seminolestate.edu/registrar/onlineforms) to the Advising Office.
- It will take approximately four to six weeks (excluding holidays) after graduation for your degree/program to show on your transcript. **Details for how to request a transcript can found at seminolestate.edu/registrar.**
- Diplomas will be printed and mailed using the name and address listed on the Seminole State account approximately six to eight weeks (excluding holidays) after graduation.

Intent to Graduate Form

First Name: _____ Middle Name: _____ Last Name: _____

Student ID: _____ Former Name: _____

Email: _____@live.seminolestate.edu Telephone: _____

Anticipated graduation term/year: ☐ Fall ☐ Spring ☐ Summer Year: _____Are you currently enrolled in courses at Seminole State College? ☐ Yes ☐ NoAre you currently enrolled as a transient student at another institution? ☐ Yes ☐ No

If yes, please list the institution: _____

Are you planning to continue your studies at Seminole State? ☐ Yes ☐ No (If yes, please also submit a [Student Records Information Change Form](#) to the Advising Office.)

- I acknowledge that I have received a copy of the Requirements for Graduation handout.
- I hereby authorize Seminole State to register me for the graduation course (at no cost to me) if I am not enrolled in a course during my graduating term.
- I hereby authorize Seminole State to add a program of study and/or update my catalog year if necessary to award my credentials.
- I understand that my graduation is contingent upon my successful completion of all admissions and program requirements. I further understand that if I do not satisfy admissions and program requirements, I will have to apply for graduation the term I successfully complete all requirements.
- I understand that participating in the commencement ceremony does not entitle me to a degree, diploma, or certificate from Seminole State.
- I understand that information regarding ordering my cap and gown will be sent out via my Seminole State student email account after this application is processed and approved. *Commencement ceremonies are held in May and December. Summer graduates are invited to participate in the December ceremony. **The ordering of cap and gown for participation in the commencement ceremony is a separate request.***
- I understand that I must meet any and all of my financial obligations to the College in order to receive my degree/certificate and/or transcript.
- I understand that if I am planning to continue at Seminole State, I must also submit a Student Record Information Change Form to the Advising Office.

Student Signature: _____ **Date:** _____

Advising Office Use OnlyProgram Plan/Track (e.g. ACCT-AS): _____ Requirement Term: _____ ☐ What If ITG/AuditThe student needs to complete the following in order to satisfy program requirements: _____

Advisor Printed Name: _____**Advisor Signature:** _____ **Date:** _____

Graduation Office Use Only☐ Approved Degree Posting Date _____ Degree GPA: _____GPA Honors: ☐ Cum Laude (3.2-3.49) ☐ Magna Cum Laude (3.5-3.79) ☐ Summa Cum Laude (3.8-4.0)Honors Institute (check all that apply): ☐ Honors Certificate ☐ Honors in the Major ☐ Adv STEM Cert
☐ Honors Diploma ☐ STEM Certificate☐ Denied Comments: _____**Graduation Staff Signature:** _____ **Date:** _____
