

# PHILANDER FORWARD▶

## CHECKLIST FOR PROSPECTIVE CANDIDATES FOR GRADUATION

### ARE YOU READY FOR GRADUATION?

#### DEADLINES FOR GRADUATION APPLICATIONS ARE:

Spring Graduation.....November 15  
Summer and Fall Graduation.....April 15

Senior,

Please be certain that you have completed all the requirements for your graduation and that you are eligible to participate in the commencement ceremony.

If your answer is YES to all of the following questions, you are ready for graduation. If your answer is NO to any of the following questions, you are not ready for graduation.

#### HAVE YOU:

- Paid the \$75.00 Graduation Fee in the Business Office?
- Turned in your application for graduation to the Office of the Registrar along with your receipt?
- NOTE: Developmental courses do not count toward graduation requirements.
- Satisfied ALL General Education Requirements?
- Completed the requirements for a major field study including course(s) in which you are currently enrolled?
- Cleared any INCOMPLETE "I" grade(s) that appears on your transcript?
- Made all preparations to take your final exams for the semester?
- Earned a cumulative GPA average of 2.0 or above ("C" average) on a four-point grading scale with a minimum of 124 hours? (This semester's enrollment should be counted when adding your total semester hours).
- Submitted your Advising Worksheet to your major Professor?
- Returned your signed advising worksheet to the Office of the Registrar.
- Completed **22** of your last **32** semester hours at Philander Smith College?
- In majors which require it as an exit requirement, take the appropriate Professional Area Exam (such as the Graduate Record Examination, GMAT, LSAT, PRAXIS II, etc.) in the semester prior to, or the semester of the planned graduation, and have the scores forwarded to the Registrar's Office.
- Taken your Divisional Exam if required.
- If you are a Teacher Education major, you must take the Praxis II that is required for Teacher Certification in Arkansas or be registered to take the Praxis Test?
- Paid your account in full to the Business Office?  
(only students with a zero balance from the business office will be permitted to participate in the commencement ceremonies).
- Returned your signed Senior Exam Form to the Office of the Registrar.

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## APPLICATION FOR GRADUATION

### APPLICANT CONTACT INFORMATION

Date:		Name in Full: <i>(Type your name as you wish it to appear on your degree)</i>	
SSN:		I.D. #:	
Home Phone:		Alternate Phone:	
Current address:			
City:	State:	ZIP Code:	
E-mail Address(es): -----			

### GRADUATION DECLARATION

I hereby make application for graduation at Philander Smith College from the department of:

My intended term for graduation is:  Fall 20\_\_  Spring 20\_\_  Summer 20\_\_

What do you expect to do after graduation:

Major:	Minor:
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### COLLEGE WORK

College work began at:

Date:	City:	State:
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Date of entrance at Philander Smith College:

Number of semesters of college work done at Philander Smith College:	How many years?
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### REMEDIAL COURSES

**NOTE: Developmental courses do not count towards graduation requirements.**

### CAP AND GOWN ORDERING

*(Mandatory to insure that cap and gown fits properly)*

Weight:	Height:
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### SIGNATURES

Signature of Applicant:	Date:
Signature of Advisor:	Date:
Signature of Division Chair:	Date: