APPLICATION FOR GRADUATION

To the student: Please complete this form and return it to the Registrar's Office (registrar@salem.edu). *Applications for graduation are due by September 1 for December graduates; and November 1 for May or August graduates.*
NO DIPLOMA WILL BE ORDERED WITHOUT THIS FORM.

FULL NAME FOR **DIPLOMA** AND **COMMENCEMENT PROGRAM**:

(First Middle Last: Please print VERY clearly- one letter or space per box.)

HOMETOWN AND STATE: (This is required and will appear on commencement program.) _____

DEGREE TO BE COMPLETED: ___BA ___BM ___ BS ___BSBA MAJOR_____ MINOR_____
___ MAT ___ MED ____ MM

CHECK EXPECTED DATE OF GRADUATION:
_____ May 20____
_____ August 20____ (no ceremony; you may participate in the **NEXT** May ceremony)
_____ December 20____ (no ceremony; you may participate in the **NEXT** May ceremony)

CEREMONY ATTENDANCE:
_____ I plan to attend the graduation ceremony in May 20____. Diplomas will be held for graduation.
_____ I do not plan to attend the graduation ceremony.

Diplomas not picked up at commencement will be mailed to the address of record in August. Please note diplomas may not be released to students indebted to the college.

For Academic Adviser Use Only:

I have met with the above named student and reviewed the Registrar's letter with respect to graduation.

_____ It appears to be correct.
_____ It does not take the following into account (Please include any departmental substitutions or waivers):

Adviser's Signature _____ Date_____

Adviser's Printed Name _____

By my signature on this form, I acknowledge that I have carefully read the enclosed letter regarding my graduation requirements and understand that it is my responsibility to fulfill all of the requirements specified to qualify for a degree from Salem College, including but not limited to the following for undergraduate students: a minimum of 120 semester hours with a **Salem cumulative average** of at least **2.00**; a 2.00 average in the **major(s), minor(s)**; (see catalog for complete requirement details). Neither semester hours nor grade point averages are rounded up to reach these requirements (119.5 semester hours is 119.5 semester hours; a 1.99 average is a 1.99 average). I understand that I will be charged a graduation fee regardless of commencement attendance. My signature on this form releases any additional confidentiality restrictions previously assigned to my records, other than those determined by Salem College's definitions of "directory information" under FERPA.

If, upon receipt of your diploma, you are not satisfied with your diploma for any reason, please see the Registrar. Diplomas will be replaced once, at no charge, due to damage or error (does not include name changes).

Student's Signature _____ Date_____