

1. Turn in only **one** Application for Graduation. Do not turn in more than one.
2. To find the due dates for filing an Application for Graduation, check on the College of Idaho home page (www.collegeofidaho.edu). The filing due dates are posted on the Academic Calendar located under the 'Catalog' tab. You must have your Application for Graduation completed, signed, and returned to the Registrar's office by the appropriate deadline.
3. Read all instructions and complete the Application for Graduation Coursework Information Sheet carefully. Be sure that the Registrar's Office has a transcript from each institution that you have attended.
4. Your advisor and the department chairperson must review and sign your Application for Graduation Coursework Information Sheet (see page 3) to indicate approval of your Major. If you are pursuing more than one major, complete and have the appropriate advisor and the department chairperson sign a Coursework Information Sheet for each major. Unsigned applications are returned to the student unevaluated.
5. To complete a Minor, make sure that you have completed and signed the Application for Minor form (see page 4) that you will turn in with the Application for Graduation, or that one is on file in the Registrar's Office. An advisor/supervisor from that department will need to sign that form.
6. Return the completed and signed Application for Graduation to the Registrar's office. Allow a number of weeks for your Application to be reviewed and evaluated. You will be notified via campus email whether your Application is denied or approved.
7. **IF YOUR APPLICATION IS DENIED**, do not panic. Bring it to your advisor's office. Check the math; we may have made an error. Check what the Registrar's notes to see what needs to be added or changed. If you make changes after submitting your application to the Registrar, complete the "Graduation Application Changes – Advisor Review & Approval" form (see the last page of this document).
8. **WHEN YOUR APPLICATION IS APPROVED**, double-check all requirements. If you make changes after submitting your application to the Registrar, complete the "Graduation Application Changes – Advisor Review & Approval" form (see the last page of this document) in addition to any Add/Drops forms you may use.

Remember: YOU alone are responsible for meeting all the requirements necessary for completing your degree.

Application for Graduation Catalog Year 2013 and Previous Student and Major Information

Student Name: (Print your name EXACTLY as it should appear on your diploma):

Student ID#: _____ **Date:** _____ **Phone Number:** _____

Campus Box: **OR** If no box, street address: _____

City and State: _____ ZIP: _____

I hereby apply for graduation with the degree of:
Bachelor of Arts **Bachelor of Science** **Master of Arts--Teaching**

I expect to have all requirements for my degree completed at the end of:
December **January** **May** **August** **20** _____

I will graduate under the requirements of The College of Idaho academic catalog dated:
20 _____ -- _____.
 (You are eligible for each year you have attended C of I but must pick **only** one catalog that is not more than six years old.)

Major #1:	
Major #2:	
Minor #1:	
Minor #2:	
Minor #3:	
Minor #4:	

So far, I have completed the following requirements for my: ☐ **First** or ☐ **second major**

- List courses EXACTLY as they appear on your transcript, including the number of credits. Include the initials of any other college if necessary.
- Continue onto a blank sheet of paper if necessary.
- Use one sheet of paper per major.

	Dept., No	Title	CR
1	EX. ART 101	EX. Ceramics	EX. 2
3			
5			
7			
9			
11			
13			
15			
17			
19			

NIC

	Dept, No	Title	CR
2			
4			
6			
8			
10			
12			
14			
16			
18			
20			

Name:	ID #:
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Instructions:

- List all courses, including those in your Major, your minors, electives, extension or correspondence courses that you are expecting to take.
- List department, course number, course title, number of credits, and where the course will be taken (if different from C of I).
- Print this form, ask your advisor and the department head to review and sign it. An advisor and department head from each major need to review and sign this.
- Return it in your Application for Graduation packet to the Registrar's office.

I expect to complete the following courses:

Summer 20_____

	Dept., No	Title	CR
1			
2			
3			
4			
5			

Fall 20_____

	Dept., No	Title	CR
1			
2			
3			
4			
5			

Winter 20_____

	Dept., No	Title	CR
1			
2			
3			
4			
5			

Spring 20_____

	Dept., No	Title	CR
1			
2			
3			
4			
5			

Additional Coursework to be Completed and NOT already Listed

	Dept., No	Title	CR
1			
2			

	Dept., No	Title	CR
3			
4			

X _____
Applicant's signature

X _____
Advisor's signature

X _____
Dept Head's signature

Application for Graduation

Application for Minor #1

Student:	ID #:	Date:
Minor: (as listed in the 20____--____ C of I catalog)		

Courses to satisfy this Minor:

	Dept, No	Title	CR
1			
2			
3			
4			

	Dept, No	Title	CR
7			
8			
9			
10			

Total Credits: _____

X _____
Student's signature

X _____
Supervisor's signature

Application for Graduation

Application for Minor #2

Student:	ID #:	Date:
Minor: (as listed in the 20____--____ C of I catalog)		

Courses to satisfy this Minor:

	Dept, No	Title	CR
1			
2			
3			
4			

	Dept, No	Title	CR
7			
8			
9			
10			

Total Credits: _____

X _____
Student's signature

X _____
Supervisor's signature

Application for Graduation

Application for Minor #3

Student:	ID #:	Date:
Minor: (as listed in the 20____--____ C of I catalog)		

Courses to satisfy this Minor:

	Dept, No	Title	CR
1			
2			
3			
4			

	Dept, No	Title	CR
7			
8			
9			
10			

Total Credits: _____

X _____
Student's signature

X _____
Supervisor's signature

1. Student's Name:	
2. Student ID#:	
3. How would you like your name announced at the Commencement ceremony?	
4. If your name presents potential pronunciation challenges, please provide a phonetic version of it.	
5. What do you consider to be your hometown?	
6. At what physical address can you be reached after graduating?	Address: City: State: ZIP
7. At what email address can you be reached after graduating?	

When completed, please bring all pages of your Application for Graduation packet to the Registrar's office before the due date (see 'Instructions').

Your Application for Graduation packet should include:

- 1. Student and Major Information** sheet (may be more than one)--Page 2
- 2. Coursework Information sheet**--Page(s) 3
Be sure that you, your advisor(s) and the department head(s) have each signed page 3
- 3. Minor Application**--Page 4
Be sure that both you and your supervisor(s) for the minor(s) have signed page 4.
- 4. Supplemental Information**--Page 5
More information about you.