

BRYAN COLLEGE *ONLINE*

APPLICATION FOR GRADUATION -- UNDERGRADUATE PROGRAMS

All candidates for a degree must file an Application for Graduation 3 months prior to the anticipated conferral/graduation date. No student will be placed on the prospective graduate list until this application is on file in the Registrar's Office.

Student Name: _____ Best way to contact me: _____

Please indicate how you would like your name printed on your diploma. Please PRINT clearly and put your name in First-Middle-Last order.

Name on diploma: _____

Please indicate how you would like your hometown and state listed in the commencement program.

Town: _____ State (or country): _____

Commencement Participation

All graduates are encouraged to participate in the commencement exercises following the completion of the program and the completion of all graduation requirements.

There are three possible degree conferral dates each year (early May, late August, and late December). There is one commencement ceremony each calendar year in early May. All grades must be posted, and all official transcripts must be on file on the Monday *prior* to the graduation ceremony date.

Since there is no ceremony in August students with one or two courses (a maximum of seven credits) outstanding may participate as *candidates* for graduation in the prior May ceremony provided they are registered at Bryan College for the outstanding courses (the seven hour limit would include courses which are in progress) and have an approved plan to complete their program by August 31 of the same year. Students engaged in the Credit for Prior Learning Process do not qualify for this exception. In no case may a student participate in two commencement exercises for the same degree.

Anticipated Completion

I expect to complete all academic requirements no later than (month/year) _____

Graduation Ceremony

____ I plan to participate in the May 20 ____ commencement ceremony *following* the completion of my requirements.

____ I expect to meet the criteria as an August candidate and desire to participate the *prior* May 20 ____.

____ I do not plan to participate in any commencement ceremony.

Degree/Major/option

____ Bachelor of Business Administration: if applicable-option in _____

____ Bachelor of Science with a major in _____

____ Associate of Science with a major in _____

Credit for Prior Learning (Portfolio) – Bachelor Programs only

____ I intend to complete _____ hours of Portfolio Credit. I am aware of the portfolio deadlines.

____ I do **not** plan to complete a portfolio for academic credit.

Student Signature _____ ***Date*** _____

Please return completed form to: registrar@bryan.edu, fax 423-775-7215, or mail to Registrar's Office, Bryan College, 721 Bryan Drive Box 7784, Dayton, TN 37321.

There is a graduation fee due prior to the anticipated completion date. Payment should be made through the MyBryan account and is due prior to the anticipated completion or ceremony date. The fee is applicable for all students regardless of attendance at a ceremony.