



Gordon-Conwell Theological Seminary
2012 Graduation Information

Please read this information carefully and complete the attached form in its entirety.

Graduation Application Deadlines:

Failure to meet these deadlines could result in the delay of your graduation until the next available graduation date.

January 2012 Graduation:
 September 16, 2011

May & October 2012 Graduation:
 January 20, 2012

Please keep this page for your reference. Return only the Graduation Application to the Registration Office.

1. In order to graduate in January or May, **all your coursework must be completed and grades submitted to the Registration Office by 8:00 a.m. on December 12, 2011 (January graduates) or 8:00 a.m. on May 14, 2012 (May graduates).** This means that all of your coursework must be submitted to the professor no later than December 9, 2011 (January graduates) or May 7, 2012 (May graduates). Please note, however, that the Semlink Office and some professors may require earlier coursework due dates; it is *your responsibility* to speak with your professors and arrange appropriate due dates for all courses taken during your final semester. **It is recommended that you do not take any CTC (Carolina Theo. Consortium) courses in your final semester because CTC schools operate on different calendars than GCTS and they may not be able to get us your final grade by the required deadline (which would prevent you from graduating).**
2. **October Grads.:** Students who have maintained the minimum GPA to graduate and who, with the conclusion of the Spring semester, have **no more than two outstanding courses which can be completed in the summer immediately following** may apply for October graduation. Those courses must be registered by 8:00 a.m. on Monday, May 14, 2012, in order to be considered for October graduation and to participate in graduation exercises. All outstanding requirements must be completed by **August 17, 2012.** Diplomas for October graduates will be mailed in October.
3. Once your coursework is complete, it is your responsibility to keep the Registration Office apprised of your mailing address if it changes. Also, you are responsible to continue to check your GCTS assigned email account until commencement since we will continue to send important information there.
4. After you apply for graduation, you will receive a memo (via your GCTS email account) which shows you what requirements, if any, you have left to complete. It is your responsibility to make sure that you sign up for these courses by the standard registration deadlines listed in the *Student Handbook* or you will not graduate.
5. You will be charged a \$150 graduation fee at the end of the Fall semester (for January graduates) or during the Spring semester (for May and October graduates).
6. If you live within 250 miles of the Seminary, you are expected to attend the graduation ceremonies. **You must notify the Registration Office in writing by April 15, 2012, if you will not be able to attend.**
7. All graduates will receive regalia (even those who graduate *in absentia*). Your regalia will be available in late April. Please watch the graduation memos that will be sent out by the Registration Office for details on picking up your regalia. Students who graduate *in absentia* will receive their diplomas and regalia in the mail in June. The regalia are yours to keep.
8. Graduating seniors who took out loans while at Gordon-Conwell are required to complete an exit interview. Stacey Glidden, Director of Student Financial Services, will be in contact with all students who must comply with this requirement.
9. Students who change graduation from one session and/or year to another will be charged a postponement fee of up to \$50 if the change is made after the following deadlines:

Deadline to revoke January 2012 graduation:	September 16, 2011 (same as deadline to apply)
Deadline to revoke May & October 2012 graduation:	February 3, 2012

When you reapply for graduation later, you will be charged the full graduation fee at that time. If you apply to graduate in October and fail to complete your requirements by the appropriate deadline, you will be charged another full graduation fee when you reapply for graduation.
10. **Diploma and/or transcript holds:** Your diploma and/or transcript will not be released until all of your financial and academic obligations have been met. All accounts must be paid in full, Financial Aid Exit Interviews completed, and (if applicable) all copies of your thesis must be submitted and approved.

Baccalaureate:

Friday, May 18, 2012, at 7:00 p.m.
 Place: TBA

Commencement:

Saturday, May 19, 2012, at 10:00 a.m.
 Place: TBA

Gordon-Conwell Theological Seminary – Charlotte

2012 Graduation Application

Please read the information included with this form carefully and complete this form in its entirety. Incomplete information may result in misspellings on your diploma and/or improper sizing of your regalia.

Name _____ GCTS ID # _____ Date _____
 (Please print your name exactly as you would like it to appear on your diploma. No titles, please.)

Name Spelled Phonetically (for pronunciation at commencement)
 (e.g., *Joseph Mapungubwe* would be Joe – sef Ma – poon – goo – bway)

Intended Degree
 Degree Title: _____ Track (MACC): _____

Current Mailing Address
 (Be sure to inform us of any address changes immediately.)

Street _____
 Street (continued) _____

City _____ State _____ Zip _____ Country _____

Phone _____ Phone 2 _____ Mobile Phone _____

Use this for my Post-Graduation Address

Post-Graduation Address
 (Where diploma and/or regalia will be mailed if unable to attend graduation)

Same as my current mailing address

Street _____
 Street (continued) _____

City _____ State _____ Zip _____ Country _____

Phone _____ Phone 2 _____ Mobile Phone _____

Date this address is effective: _____

Anticipated Graduation Date

January 2012 Graduation
 January graduates will receive their diplomas at the May 2012 ceremony. Applications for January graduation must be received by the Registration Office no later than September 16, 2011. All course work must be completed and grades received by the Registration Office by 8:00 a.m. on Monday, **December 12, 2011**.

October 2012 Graduation
 Applications for October 2012 graduation must be received by the Registration Office no later than January 20, 2012. You must maintain the minimum GPA to graduate and, with the conclusion of the Spring semester, you must have **no more than two courses outstanding and those courses must be registered under Summer 2012** by 8:00 a.m. on Monday, **May 14, 2012**, to be considered for October graduation. All work must be completed by August 17, 2012.

May 2012 Graduation
 Applications for May 2012 graduation must be received by the Registration Office no later than January 20, 2012. All work must be completed and grades received by the Registration Office by 8:00 a.m. on Monday, **May 14, 2012**, to be considered for May graduation. ***Please Note:*** This includes CTC and transfer courses.

I will be graduating *in absentia*
 You must notify the Registration Office in writing by April 15, 2012, if you will not be able to attend the graduation exercises. ***Please Note:*** If you live within 250 miles of the Seminary, you are expected to attend the graduation exercises.

Regalia Order Form (This information is needed to determine your cap and gown sizes.)

Height (in feet and inches): _____ Cap Size (in inches): _____ inches or
 Standard (hat sizes 6 ³/₈ to 7 ⁵/₈)
 Weight (in pounds): _____ XL (hat sizes 7 ³/₄ to 8)

If you do not wish to receive regalia and you are 100% certain that you will not be attending commencement, you may indicate that here by writing, "NO REGALIA," and your graduation fee will be reduced accordingly. If there is any chance at all that you will be attending the ceremony, then you must order regalia.

Student Signature (REQUIRED)