Please keep this page for your reference. Return only the Graduation Application to the Registration Office. Graduation is currently scheduled for Saturday, May 14, 2016

1. In order to graduate in January or May, all your coursework must be completed and grades submitted to the Registration Office on December 21, 2015 (January graduates) or May 9, 2016 (May graduates). This means that all of your coursework must be submitted to the professor no later than December 11, 2015 (January graduates) or April 29, 2016 (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.

2. 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 Monday, May 9, 2016, in order to be considered for October graduation and to participate in graduation exercises. All outstanding requirements must be completed by August 29, 2016. Grades are due from professors by Sept 12, 2016. Diplomas for October graduates will be available in October.

3. Once your coursework is complete, it is your responsibility to keep the Registration Office apprised of your mailing address. 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 an updated checksheet and a letter 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 graduation fee at the end of the Fall semester (for January graduates) or the 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 11, 2016, 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 before graduation. Please watch for emails that will be sent out by the Registrar 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 2016 graduation: September 28, 2015 (same as deadline to apply)
   - Deadline to revoke May & October 2016 graduation: February 15, 2016
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.
Gordon-Conwell Theological Seminary

2016 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
(Please print your name exactly as you would like it to appear on your diploma. No titles, please.)

GCTS ID #

Date

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

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

Q Same as my current mailing address

Street

Street (continued)

City State Zip

Phone(s) Email

Date this address is effective: ____________________

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

Street

Street (continued)

City State Zip

Phone(s) Email

Anticipated Graduation Date

Q January 2016 Graduation
January graduates will receive their diplomas at the May 2016 ceremony. Applications for January graduation must be received by the Registration Office no later than September 28, 2015. All course work must be completed and grades received by the Registration Office by Monday, December 21, 2015.

Q May 2016 Graduation
Applications for May 2016 graduation must be received by the Registration Office no later than January 22, 2016. All work must be completed and grades received by the Registration Office by Monday, May 9, 2016, to be considered for May graduation.

Q October 2016 Graduation
Applications for October 2016 graduation must be received by the Registration Office no later than January 22, 2016. You must maintain the minimum GPA to graduate and, with the conclusion of the Spring semester, you must have no more than six credit hours outstanding and those courses must be registered under Summer 2016 by 8:00 a.m. on Monday, May 9, 2016, to be considered for October graduation. All work must be completed and grades received by September 11, 2016.

Q I will be graduating in absentia
You must notify the Registration Office in writing by April 11, 2016, 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

Weight (in pounds): _________________
Q Standard (hat sizes 6 ⅜ to 7 ⅞)
Q XL (hat sizes 7 ¼ to 8)

I authorize Gordon-Conwell Theological Seminary to publish my name and any honors received in the Graduation Program

Student Signature (REQUIRED)