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 20, 2010 (January graduates) or 8:00 a.m. on May 9, 2011 (May graduates). This means that all of your coursework must be submitted to the professor no later than December 10, 2010 (January graduates) or May 2, 2011 (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 courses at another school (for the purpose of transfer) in your final semester because other 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 9, 2011, in order to be considered for October graduation and to participate in graduation exercises. All outstanding requirements must be completed by August 19, 2011. 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 you will not be checking your GCTS mailbox regularly. 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 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, 2011, 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 2011 graduation: October 1, 2010 (same as deadline to apply)
   - Deadline to revoke May & October 2011 graduation: February 18, 2011
   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 – Charlotte/Jacksonville Campuses
2011 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: ___________________________       Conc./Track: ___________

Home Campus
Jacksonville

Current Mailing Address
(Use this if you live within 250 miles of the Seminary)
(Be sure to inform us of any address changes immediately.)

Street ___________________________
Street (continued) ___________________________
City __________________ State ______ Zip ______ Country ______
Phone _______ Phone 2 _______ Mobile Phone _______

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: _________________

Auxiliary mailing address (use if you live outside 250 miles of the Seminary or if you are relocating)

Use this for my Post-Graduation Address

Anticipated Graduation Date
January 2011 Graduation
January graduates will receive their diplomas at the May 2011 ceremony. Applications for January graduation must be received by the Registration Office no later than October 1, 2010. All course work must be completed and grades received by the Registration Office by 8:00 a.m. on Monday, December 20, 2010.

October 2011 Graduation
Applications for October 2011 graduation must be received by the Registration Office no later than January 21, 2011. 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 2011 by 8:00 a.m. on Monday, May 9, 2011, to be considered for October graduation. All work must be completed by August 19, 2011.

May 2011 Graduation
Applications for May 2011 graduation must be received by the Registration Office no later than January 21, 2011. All work must be completed and grades received by the Registration Office by 8:00 a.m. on Monday, May 9, 2011, to be considered for May graduation.

Please Note: This includes transfer courses.

I will be graduating in absentia
You must notify the Registration Office in writing by April 15, 2011, 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):__________    Standard (hat sizes 6 ⅛ to 7 ½)
                              XL (hat sizes 7 ⅜ 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)