



Gordon-Conwell Theological Seminary
2011 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 2011 Graduation:
October 1, 2010

**May & October 2011
Graduation:**
January 21, 2011

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 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.

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 (Please print your name <u>exactly</u> as you would like it to appear on your diploma. No titles, please.)	GCTS ID #	Date
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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 <input type="checkbox"/> Jacksonville
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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 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 ³/₈ to 7 ⁵/₈)

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)