Gordon-Conwell Theological Seminary

2019 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 2019 Graduation:	**May & October 2019 Graduation:**
September 24, 2018	**January 25, 2019**

Please keep this page for your reference. Return only the Graduation Application to the Registration Office. Graduation is scheduled for Saturday May 18, 2019 with Baccalaureate Friday evening, May 17, 2019.

1. **January and May Grads**: In order to graduate, **all your coursework must be completed submitted to the professor no later than December 7, 2018 (January graduates) or May 3, 2019 (May graduates).** Final grades must be received by the Registration office by 8am on December 10, 2018 (January graduates) or 8am on May 6, 2019 (May graduates). Please note, however, that 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. **October Grads:** Students who have maintained the minimum GPA to graduate and who, with the conclusion of the Spring 2019 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 8am on Friday, May 3, 2019**, in order to be considered for October graduation and to participate in graduation exercises. All outstanding requirements must be completed by **Friday, August 9, 2019**. 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 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 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 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 8, 2019 if you will not be able to attend.**

7. All graduates will receive regalia, even those who graduate *in absentia* (unless you indicate "No Regalia"). Your regalia will be available in April. Please watch for emails that will be sent out by the Registration office for details on picking up your regalia. Students who graduate *in absentia* will be able to pick up their regalia after the ceremony. Diplomas will be available in the Registration office after the ceremony in May for May graduates and in October for October graduates. They can be mailed for students living out of the Jacksonville area. The regalia are yours to keep.

8. Graduating students who took out loans while at Gordon-Conwell are required to complete an exit interview. 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 2019 graduation: **September 24, 2018 (same as deadline to apply)**

   Deadline to revoke May & October 2019 graduation: **March 1, 2019**

   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-Jacksonville

2019 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. **Return your completed application to Jeanne Higgins (jhiggins1@gordonconwell.edu)**

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*) | Email

Are you applying for the Anglican Certificate as well? _____

Intended Degree(s): _____

Current Mailing Address

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

Street

Street (continued)

City | State | Zip

Phone(s) | Email

T-shirt size

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

Phone(s) | Email

Date this address is effective: _____

Anticipated Graduation Date

☐ **January 2019 Graduation**

January graduates will receive their diplomas at the May 2019 ceremony. Applications for January graduation must be received by the Registration Office no later than September 24, 2018. All course work must be completed by Friday, **December 7, 2018**.

☐ **May 2019 Graduation**

Applications for May 2019 graduation must be received by the Registration Office no later than January 25, 2019. All course work must be completed by **Friday, May 3, 2019,** to be considered for May graduation.

☐ **October 2019 Graduation**

Applications for October 2019 graduation must be received by the Registration Office no later than January 25, 2019. You must maintain the minimum GPA to graduate and, with the conclusion of the Spring 2019 semester, you must have **no more than six credit hours outstanding and those courses must be registered under Summer 2019** by 8:00 a.m. on Friday, **May 3, 2019,** to be considered for October graduation. All work must be completed by **Friday, August 9, 2019**. Diplomas are received in October.

☐ **I will be graduating *in absentia***

You must notify the Registration Office in writing by April 9, 2019, 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 _____

Weight (in pounds):_____

Cap Size (in inches): _____ inches or

☐ Standard (hat sizes 6 3/8 to 7 5/8)

☐ XL (hat sizes 7 ¾ to 8)

☐ **No Regalia**: If you do not wish to receive regalia and you are 100% certain that you will not be attending graduation, you may indicate that here; your graduation fee will be reduced accordingly.

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

_____

Student Signature (REQUIRED)