



FLORENCE-DARLINGTON TECHNICAL COLLEGE

APPLICATION FOR GRADUATION

PO BOX 100548 | FLORENCE, SC 29502-0548

NOTE: All candidates for Degrees, Diplomas, or Certificates to be awarded in the current academic year must file a formal application with the Registrar Services Office. Candidates for Degrees, Diplomas, and Certificates must file applications at the beginning of the semester in which curriculum requirements are anticipated to be completed.

All applications must be received no later than the 2nd Monday in March.

A THIRTY DOLLAR (\$30) GRADUATION FEE IS CHARGED, PAYABLE AT THE BUSINESS OFFICE.

STUDENT INFORMATION

Name _____ ID# _____
FIRST MIDDLE LAST
(Print complete name as it should appear on the degree, diploma, or certificate.)

Permanent home address _____
STREET OR P.O. BOX

CITY STATE ZIP TELEPHONE

GRADUATION & DEGREE INFORMATION

I expect to graduate at the end of: Fall Semester _____
Spring Semester _____
Summer Semester _____

I am applying for a: Degree Diploma Certificate

I plan to participate in the graduation ceremony: Yes No

(If "Yes," go to the bookstore by the 2nd Monday in March to be measured. Note: Caps and gowns are provided by the College at no additional fee.)

PRINT PROPER NAME OF CURRICULUM AS IT SHOULD APPEAR ON THE DEGREE, DIPLOMA, OR CERTIFICATE

REQUIRED SIGNATURES

The record of the above mentioned student has been checked for grades, courses, and GPA. It is anticipated that the student will successfully complete the course requirements for graduation in his/her curriculum by: _____

DATE

ADVISOR OR DEPARTMENT HEAD

DATE

STUDENT SIGNATURE

DATE OF APPLICATION

BUSINESS OFFICE

DATE OF APPLICATION

*Note: It is important that all information requested is completed correctly. See graduation requirements on the back of this form.

GRADUATION REQUIREMENTS

All candidates for graduation must meet the following requirements:

1. Complete all required courses specified in the curriculum.
2. Fulfill all financial obligations to the College.
3. Achieve a Graduation GPA of 2.0 for all courses presented as meeting a program's course requirements.
4. Earn at least 25% of the total credit hours of his/her curriculum at Florence-Darlington Technical College. Exceptions can be made only by the Vice President for Academic Affairs.
5. File an Application for Graduation with the Registrar's Office at the beginning of the semester in which the diploma, degree, or certificate requirements will be completed. A thirty dollar (\$30) graduation fee is required, and must be paid when the completed Application for Graduation is filed. In filing an Application for Graduation, the student must follow the procedures listed below:
 - The form is initiated by the student by obtaining the Application for Graduation form from the Registrar Services Office located in the 5000 Building of the College.
 - The student obtains the signature of the Academic Advisor or the Department Head on the Application for Graduation form.
 - The student pays the \$30 graduation application fee in the College's Business Office and obtains the signature of a Business Office staff member on the application form.
 - The student turns in the signed, completed Application for Graduation form containing all appropriate signatures to the Registrar Services Office for processing.
6. All candidates for graduation must file an Application for Graduation with Registrar Services in order to receive his/her degree, diploma, or certificate, regardless of whether or not the student plans to participate in graduation exercises. If more than one degree, diploma, or certificate is earned by a student in any one semester, a separate application form must be filed for each.
7. If for some reason the student does not meet the requirements for graduation in the semester and academic year indicated, the student must re-apply for graduation and pay a new \$30 graduation application fee to cover the cost of ordering a new degree, diploma, or certificate.
8. In order to participate in the Commencement exercises, you must be present at the rehearsal scheduled prior to the Graduation Ceremony.

GRADUATION EXERCISES

Only one graduation ceremony is held during each school year, at the end of the Spring Semester.

All students who have completed or will complete all course requirements for graduation during the academic year must file an Application for Graduation form with Registrar Services at the beginning of the semester in which the degree, diploma, or certificate requirements are scheduled to be completed, **by no later than the second Monday in March**. This is necessary in order for the degree, diploma, or certificate to be ordered and returned in time for the graduation ceremony.

For additional information, please contact Registrar Services at 843.661.8157 or 843.661.8351. Thank you!