MARY BALDWIN COLLEGE
ADULT DEGREE PROGRAM

GRADUATION APPLICATION AND DIPLOMA ORDER

Application for graduation in (circle): September January May Year: _____

Name: _____ Date of this Application: _____

MBC ID# _____ MBC Advisor: _____

Major 1: _____ Concentration: _____

Major 2: _____ Concentration: _____

Minor 1: _____ Minor 2: _____

EDUCATION STUDENTS: Do you plan to begin the PBTL program directly after graduation? Yes No

- Degree (circle one): BA BS BSW
- I plan to walk at Commencement in May (circle one): Yes No
- **Name as it should appear on diploma**. It will also appear this way in the Commencement Program. (**print clearly**) _____
- **Phonetic pronunciation of name**: _____
- Current address and phone number at which you can be contacted regarding this application: _____
- MBC email address _____
- Update personal email address _____
- ***A Graduation Fee of $100 that covers the cost of your diploma will be added to your student account. Your account must be paid in full before we can release your diploma.***
- ***YOUR MBC EMAIL ADDRESS WILL BE USED TO COMMUNICATE COMMENCEMENT INFORMATION.***

Summary of Graduation Requirements:

- 126 credit hours earned including at least 36 at MBC. Not more than 7 hours of Physical Education and no more than 15 hours of externship credit can be counted toward the 126.
- 2.0 minimum GPA overall and 2.0 minimum GPA in the major.
- Completion of one academic major.
- Completion of General Education or Common Curriculum Requirements.
- Latin Honors: to be eligible one must have at least 50 semester hours earned at MBC.

This form must be submitted to your ADP advisor. Approval of this application does not constitute a guarantee of graduation. It is incumbent on the student to complete all requirements following approval of the application by the Dean of the College at Mary Baldwin College.

Submission Deadlines:		
	September graduate	June 1 preceding
	January graduate	October 1 preceding
	May graduation	February 1 preceding

GRADUATION READINESS CHECKSHEET

Review your transcript and degree plan and complete this checklist.
Submit check sheet and application for graduation to your advisor by deadline.

Name_____ **MBC ID#** _____

Advisor_____ **Grad Date**_____

General requirements:

_____ Total hours = 126 minimum (upon completion of courses in progress)

_____ Minimum of 36 MBC hours

_____ Minimum of 18 MBC hours in Major / 9 MBC hours in Minor

_____ GPA = 2.0 minimum

_____ GPA in Major / Minor = 2.0 minimum

_____ Major / Minor listed correctly on transcript

_____ All courses listed on MBC transcript (no missing transcripts from other institutions?)

_____ Is Prior Learning Portfolio (PLP) or CLEP credit complete and on transcript?

Course/curriculum requirements:

Review front page and each section of your approved degree plan. Make sure each area is complete and all requirements have been met (including any MFAT if part of the major).

Please note any substitutions below:

I have informed my instructors that I am a graduating senior (earlier deadlines) and am enrolled in the following courses in this, my final semester (include any ET's):

_____

Signature and date

Advisors, please copy for your student file and send the original to ADP House