



GRADUATION APPLICATION



PACKET
2024



Application Checklist

1. File a Graduation Application Before Deadline February 28, **2024 for May Completion.**
2. Complete Candidacy Application for Graduation and Regalia Order Form.
3. Meet with your academic advisor to review if you will satisfy all academic requirements.
4. The Division Chairperson will review and approve your application. Division chairperson will submit your application and regalia form to the Office of the Registrar. **Any application submitted by prospective graduates will not be accepted.**
5. Pay \$200 graduation fee for Bachelor or Associate. If you are applying for both the Bachelor and Associate, the fee is \$275.
(Fees must be paid no later than February 28, 2024. **On March 1, 2024 a late fee will be accessed.**)
6. Clearance signature form must be completed before your cap and gown is issued.

All requirements must be completed by the completion semester. Check your degree plan and meet with your adviser and division chairperson. All courses substitutions form must be approved by advisor, division chairperson and the vice president for academic affairs.

***Please note that by completing this packet is not a clearance or approval to graduate. All curriculum requirements must be satisfied.**



**TEXAS COLLEGE
OFFICE OF THE REGISTRAR
TYLER, TX 75702**

CANDIDACY APPLICATION FOR GRADUATION

ID# _____

I HEREBY MAKE APPLICATION AS A CANDIDATE FOR THE FOLLOWING DEGREE:

BACHELOR OF ARTS BACHELOR OF SCIENCE ASSOCIATE OF ARTS

I EXPECT TO COMPLETE ALL REQUIREMENTS FOR THE DEGREE BY:

FALL SPRING SUMMER YEAR _____

MAJOR _____ MINOR _____

CONCENTRATION _____

FULL NAME _____

THIS IS HOW YOUR NAME WILL APPEAR ON YOUR DEGREE (PLEASE PRINT)

COMPLETE HOME ADDRESS _____

PHONE _____

ETHNICITY _____ CITIZEN OF WHAT COUNTRY _____

Recommendation of the Advisor and Department Chairperson to the Registrar

I have reviewed the academic records of the above-named student and recommend approval of this application. All curriculum requirements can be satisfactorily met with the completion of the following course work:

COURSES NOW IN PROGRESS

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

COURSES TO BE COMPLETED

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

**** NOTE: The student must satisfy the above and achieve a cumulative minimum GPA of 2.00. In addition, all major courses must be passed with a grade not lower than a "C" in the curriculum under which student has been given admission. All education majors must have a 2.75 to graduate. (Please note that by completing this form is not a clearance or approval to graduate).

DATE ____/____/____

STUDENT _____

ADVISOR _____

DIVISION CHAIRPERSON _____



Clearance Signature Form

I _____ ID# _____
First M Last

Understand that I am responsible for all outstanding charges on my students account with Texas College plus graduation fee. If my account is not paid in full, I also understand that my diploma and academic transcript will not be released.

(Please note that by completing this form is not a clearance or approval to graduate. All curriculum requirements must be satisfactorily met.)

Student Signature _____

Office of Business and Finance: _____ Date: _____

Office of Student Affairs: _____ Date: _____

Office of Career Planning: _____ Date: _____

Office of the Library: _____ Date: _____

Office of Financial Aid: _____ Date: _____

Office of the Registrar: _____ Date: _____

