



BELMONT
COLLEGE

Degree Candidacy Declaration

NOTICE TO STUDENTS: COMPLETE THIS FORM THE SEMESTER BEFORE THE SEMESTER OF YOUR EXPECTED GRADUATION.

You must complete a separate Degree Candidacy Declaration Form for each degree and/or certificate.

There is a fee of \$30 for the first degree or certificate awarded in a semester and a \$10 fee for each additional degree or certificate in the same semester. Fees must be submitted to the Business Office with completed form.

All fees are non-refundable and non-transferable. There are *no exceptions*.

Section I: Students complete items 1 - 7 and submit to Business Office with required payment.

1. Today's date:

2. Student information:

Name *(print name as you wish for it to appear on your diploma/certificate)* Belmont ID#

Current mailing address City State ZIP Code Phone number

Non-Belmont College email address

3. Check one of the following: Associate of Applied Business Degree Associate of Applied Science Degree Associate of Arts Degree Associate of Science Degree Associate of Technical Studies Degree Certificate

4. Enter program of study:

5. I will complete my degree/certificate requirements at the end of _____ Semester* _____ Year

*THIS FORM MUST be submitted to the Business Office along with all applicable fees one semester before stated date of completion. If degree/certificate requirements are *not met* by the date stated, re-application and re-payment of fees will be necessary. Degrees and certificates are awarded at the end of the semester in which the student successfully completes program requirements.

6. Does the Records Office have a copy of your final High School transcript/GED test scores in your file? Yes No
Check with the Records Office to make sure a copy of your final high school or GED transcript is on file. **THIS IS A REQUIREMENT TO GRADUATE.**

7. Are you a member of Phi Theta Kappa/Beta Theta Mu Chapter? Yes No

COMMENCEMENT CEREMONY: Belmont College holds one graduation ceremony a year at the end of each Spring Semester; students are highly encouraged to attend. Information about the graduation ceremony, including ordering your cap and gown, will be mailed out to the above address two months before the ceremony.

STUDENTS: STOP HERE - SUBMIT TO BUSINESS OFFICE WITH REQUIRED PAYMENT.

PROGRAM CHAIRS - SEE OTHER SIDE

NAME OF CANDIDATE: _____

Section II – Program Chairs

NOTE TO PROGRAM CHAIRS: You will receive this form *twice* – the first time is to list all deficiencies. When this is done, please *initial and date* the form where indicated and RETURN IMMEDIATELY TO THE RECORDS OFFICE. The second receipt of this form is to insure that all deficiencies have been completed and the candidate is ready to graduate. If this is the case, please sign where indicated below.

List *remaining courses and deficiencies* of the candidate:

CURRENT Course Number/Title

DEFICIENT Course Number/Title

Date

Initials

GPA (>2.00) Yes No

Actual GPA

Requirements Complete:

Program Chair

Date

DO NOT SIGN until requirements have been

VP Academic Affairs & Student Learning

Date

Section III – Business Office

FEE PAID:

Date _____

Receipt No. _____

Initials _____

Agency Billed _____

Section IV – Records Office

Entered on Transcript by (initials) _____

Date Entered on Transcript _____