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| **UNCP ID** | **8** | **4** | **0** |  |  |  |  |  |  |

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| **Student Use** |  | **Office Use Only** |
| **Intended Graduation** | **T E R M / Y E A R** | **New Date Change 1** | **T E R M / Y E A R** |
| **Catalog Year** | **YYYY**  | **New Date Change 2** | **T E R M / Y E A R** |

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| **Student Information***Your name will appear on your diploma as it does on your student system records. This form will* ***not*** *update any name changes. If necessary, a name change form must be submitted.* |
| **Last Name** | **First Name** | **Middle Name** | **Suffix****(Jr., II, etc.)** |
| **Home Number** | **Cell Phone** | **All pre-graduation correspondence will be emailed to your BraveMail.** |

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| **Diploma Mailing Address***Your diploma will be mailed to the address shown below:* |
| **Street Address or PO Box** |
| **City** | **State** | **Zip Code** |

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| **Degree Information** |
| **Circle all that apply BA** | **BS** | **BIS** | **BM** | **BSN** | **BSW** | **2nd Degree** |
| **Primary Major** | **Secondary Major** |
| **Minor 1** | **Minor 2** |
| **Concentration 1** | **Concentration 2** |

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| **Required Signatures** |
| **Cashier** | **FEE WAIVED UNTIL FURTHER NOTICE** |

I have read and understood the instruction sheet. I understand that any changes I make to the above information **must** be

communicated to the Registrar’s office in person or in writing as soon as possible. Failure to do so may affect my graduation status, and may incur additional charges. I also understand that according to the University Catalog, students must have a minimum GPA of 2.0 overall **AND** in their major field of study in order to graduate.

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| **Applicant Signature** |  | **Date** |  |

**INSTRUCTION SHEET**

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| **INSTRUCTIONS FOR STUDENTS***Please read and follow carefully.* |
| Step One Fill out Graduation Application completely using **BLACK INK ONLY.**1. Must include Student UNCP number.
2. DIPLOMA MAILING ADDRESS – Diploma(s) will be mailed to this address **8-10 weeks** after graduation. If your address changes before this time, be sure to complete an address change form. You will receive an email to your bravemail when your diploma is mailed.
3. Applications filled out incorrectly may be delayed. Correspondence will be sent to your bravemail only regarding concerns or issues.

Step Two Return the completed application (including this instruction sheet) to the Registrar’s Office. You will receive a copy of the application and instructions from the Registrar’s Office. The **hold** will not be removed until we receive this application. |
| **Consent of Understanding***Student is to read and initial the below information.* |
|  The Degree Audit will be sent to your UNCP BraveMail address. Please allow 6 to 8 weeks to receive your audit. Participation in commencement ceremonies does **not** confirm that a degree has been conferred. Students entering in Fall 2011 or later **must** complete 9 semester credit hours of Writing Enriched and Writing in the Discipline courses. If the candidate fails to meet requirements as specified, the student **must wait** until the next graduation to receive their degree. Diploma(s) will be held until **all** financial obligations (and other holds) to the University have been satisfied. Students may complete graduation requirements at the end of a fall, spring, or summer session.Summer graduates may participate in the winter commencement. Students must have a **minimum** GPA of 2.0 overall **and** a GPA of 2.0 in their major to graduate (excluding School of Education and Social Work). Any minors will also require a **minimum** GPA of 2.0 if a student elects to have the minor. |

*If a candidate fails to qualify by the time of commencement, but does qualify at a later time, the student must submit another application and a $25 diploma fee.* Academic Policies – Requirements for Graduation