Instructions to Apply for Graduation

When:

Apply as soon as possible after beginning the final semester of course-work, but not later than Friday, April 1 for Spring 2016 graduates. Applications received after this date will be accepted at the discretion of the Office of Academic Affairs.

How:

1. Obtain a Graduation Application from the Office of Academic Affairs (Administration Building Room 110) or on-line at the PSC web site - www.potomacstatecollege.edu

2. Meet with your Academic Advisor. The advisor must provide a completed Advisement Sheet and sign your application. If any waivers of degree requirements are being requested, the advisor will so indicate on the application.

3. Submit the signed application and Advisement Sheet to the Office of Academic Affairs.

Graduation Ceremony:

The College’s 113th Annual Commencement Ceremony will be held on Saturday, May 7, 2016. Graduates and their families and friends are encouraged to attend this event.

If you plan to participate, follow the procedure below:

- Associates Graduates: Pick up your cap, gown, and tassel at the College Bookstore. These are provided at no charge. Do not delay as limited numbers of each size are available.
- RBA and BAS Graduates: You must order bachelors’ degree gowns. Place your order at the College Bookstore as soon as possible but at least ten days prior to the ceremony.

If your plans change after submitting your Graduation Application, please notify the Office of Enrollment Services at 304-788-6820.

Reminders:

- To graduate, you must complete all degree requirements and have a cumulative grade point average of 2.00 or above.

- Changes to your schedule after submitting a graduation application may affect your eligibility to graduate.

- Students may participate in the Commencement ceremonies without completing all graduation requirements if they are no more than six (6) credits short of completing all requirements and have a cumulative grade point average of at least 1.95. A Graduation Application must be submitted, and no degree will be awarded until all remaining requirements are met.
GRADUATION APPLICATION

To Be Completed By Applicant

Name: ____________________________________________
   First-Middle-Last   (Please print name exactly as you want it to appear on your diploma)

Address: ____________________________________________
(Please enter address diploma should be mailed to)

WVU ID: ________-_______-_______
Phone: __________________    Email: __________________

I wish to graduate with a
   ☐ Bachelor of Applied Science   ☐ Associate in Arts
   ☐ Associate in Applied Science

MAJOR ➔ ____________________________________________

I am also eligible to receive a
   ☐ Bachelor of Applied Science   ☐ Associate in Arts
   ☐ Associate in Applied Science

MAJOR ➔ ____________________________________________

I wish to graduate in the year 20___ at the end of:
   ☐ Spring    ☐ Summer    ☐ Fall

I plan to participate in the spring graduation ceremony:
   ☐ yes    ☐ no
(If yes, visit the PSC Bookstore for cap and gown information.)

If you wish information about your graduation to remain confidential (your name will not be printed in the graduation program or released to the news media), please contact the Office of Enrollment Services at 304-788-6820.

Signature of Applicant: ____________________________ Date: ____________________________

To Be Completed by Adviser

Substitutions/Waivers: ____________________________________________

Signature of Adviser: ____________________________ Date: ____________________________

To Be Completed by Dean of Academic Affairs

| Credits Transferred from another Institution | Date: |
| Credits Completed in Morgantown | Date: |
| Credits Earned at PSC* | Date: |
| Credits in Progress | Date: |
| Total Credits (to be completed at time of certification) | Date: |
| Current GPA* | Date: |

*exclusive of foundations courses

☐ Student will not be eligible for graduation as requested
☐ Student is progressing toward Graduation as requested and may participate in the graduation ceremony.

Comments: ____________________________________________

__________________________________________ Date: ____________________________

Dean of Academic Affairs

☐ I hereby certify that the student named above has met all the requirements for the degree applied for in this application.

__________________________________________ Date: ____________________________

Dean of Academic Affairs

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