



NAME: _____

Student ID: _____

Semester to Graduate: _____

APPLICATION FOR DEGREE

Must be turned into Registrar's Office
 By: December Graduation – October 1
 May Graduation – February 1

UNDERGRAD APPLICATION

NAME: EXACTLY THE WAY IT WILL APPEAR ON YOUR DIPLOMA
 Titles such as Mr., Mrs., Reverend, Elder, etc. are NOT included
 Middle name or Initial usually is included.

Name: _____

Phonetic Pronunciation (if needed): _____

CONTACT INFORMATION: Please use address for **AFTER** graduation

Mailing Address: _____

Phone: Cell _____ Home _____

Email: _____

DEGREE: (*Circle one*) Certificate A.A. B.S. B.A. BMus.

Major: _____

Emphasis: _____

Second Major (other than Bible and Theology) _____

Minor: _____

CALVARY UNIVERSITY GRANTS A DOUBLE MAJOR ON ALL STUDENTS.

The second major is Bible. Do you want this printed on your diploma?

YES NO

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The following information is required to insure your regalia fits properly.

Height: ____ ft ____ inches Weight: ____ lbs

Did you receive student loan(s) at any time during your studies at Calvary University?

YES NO

I am applying for the degree noted and authorize the Registrar's Office to add the graduation fee to my semester charges or student account during my last semester of enrollment at Calvary University.

STUDENT SIGNATURE

DATE

Application for Degree must be completed and returned to:

Registrar's Office
Calvary University
15800 Calvary Road
Kansas City, MO 64147-1341

OR faxed (816-331-4474) OR e-mailed (registrar@calvary.edu)

FOR OFFICIAL USE:

Date received: _____ by _____

Added:

_____ Excel Master List	_____ Mail/Email Distribution List
_____ Commencement Program	_____ Degree Audit
_____ Diploma Order	_____ GPA Calculations
_____ Regalia Order	_____ Approval/Honors List
_____ Financial Aid	_____ Cashier
_____ Library	_____ Dean's Department
_____ Alumni Department	_____ Christian Character (Per Faculty Approval)

Calvary University

Application for Degree - 2019
Graduation Packet - Undergraduate

PLEASE READ ALL INFORMATION THOROUGHLY

Please complete and return the application for degree only if you have completed all required course work for your degree program or if you will complete all requirements by or during the 2019 Spring semester.

- Internships are to be finished in the semester before graduation.
- Course work taken at another institution granting college-level academic credit should be completed and official transcripts received by May 1st. (*It is suggested that all course work from another institution be completed one semester in advance of graduation*)
- Candidates who have not completed their degree requirements as specified above **will not be permitted to participate** in the Commencement exercises.
- Candidates who **fail a needed course** during the semester of Commencement will not be permitted to participate in that Commencement.
- Students not satisfying these requirements will have to wait and participate in the Commencement exercises following the completion of their degree requirements.
- If returning to Kansas City for Commencement would cause extreme hardship (i.e., a candidate is out of the country), a **written appeal to graduate in absentia** may be presented to the Registrar's Office by April 1st.
- Students are required to attend Baccalaureate and Commencement Programs.
- All students must pay their graduation fee. This fee covers all the various costs associated with graduation and is listed later in this document.
- Application for Degree Deadline
 - Fall Graduation: October 1, 2018
 - Spring Graduation: February 1, 2019

All fees for graduation are **non-refundable**.

More information on specific times and locations for all events will be emailed when known.

2019 Financial Information

- Graduation Application Fee: This is the amount of money charged by Calvary University to satisfy obligations incurred to conduct graduation. Deadlines will be strictly enforced, and late fees may apply without exception.
- The graduation fee must be submitted by April 1, 2019.
- You may pay by cash, check, money order or credit card at the Cashier's Office.
- Graduation fees are **non-refundable** if you are unable to graduate.
- All your financial responsibilities must be taken care of before April 26th. Your account must be current and paid in full by this date. Financial responsibilities include your graduation fee, tuition, room and board, and any library fines.
- All library books must be returned by April 26th. All fines must be paid by that time
- Students who owe \$500.00 or less on April 26th will be allowed to participate in the Commencement ceremony, **BUT** will **NOT** receive their diploma until ALL financial obligations have been paid.
- Students owing greater than \$500 will **NOT** be allowed to participate in the Commencement ceremony unless previous arrangements (BEFORE April 26th) are made with the business office.
- Fees: *(subject to change)*
 - ✓ One-Year Certificates: \$60.00
 - ✓ Associates Degrees: \$ 60.00
 - ✓ Bachelor's Degrees: \$110.00
 - ✓ Masters Degrees: \$140.00

2019 GRADUATION INFORMATION

Subject to Change

You are responsible for the information in this packet, so please read all information carefully.

<u>Date</u>	<u>Description</u>	<u>Time</u>
Oct. 1, 2018	Fall Graduation Application Deadline	
Dec. 14, 2018	This date will appear on diplomas & transcripts for Fall graduates. No diplomas will be issued until Spring Commencement.	
Feb. 1, 2019	Spring Graduation Application Deadline	
TBA, 2019	Senior Banquet	
April 22, 2019	Regalia may be picked up in the Registrar's Office If you are unable to pick it up, please contact the Registrar's office.	
May 3, 2019	Last day of classes for Graduates	
Before Graduation	ABHE Exam and Senior Survey are to be completed online You will receive information from Rose Henness (Institutional Research Director).	
May 6-7, 2019	Graduates – Finals See your professors for details	
May 9, 2019	<u>Awards Chapel</u> (<i>Family is Welcome</i>) Liberty Chapel – Calvary Campus	11:00 am
May 9, 2019	<u>Alumni Induction Luncheon</u> Families Included – RSVP to Alumni office You will be sent invitations with details.	Noon
May 10, 2019*	<u>Baccalaureate</u> (Family's Welcome) Liberty Chapel – Calvary Campus REGALIA REQUIRED <i>*Attendance Required</i>	10:30 am
May 10, 2019*	<u>Graduation Rehearsal</u> Graceway <i>*Attendance Required</i>	2:00 pm
May 11, 2019*	<u>Commencement</u> Graceway Church 5460 Blue Ridge Cutoff, Raytown, MO 64166 Please invite family and friends – no limits REGALIA REQUIRED <i>*Attendance Required</i>	9:30 am