

# Checklist for Graduation



**CFK students who intend to graduate must complete a Graduation Checklist and Application for each individual degree/certificate requested.**

**Student Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_

Obtain a copy of your degree audit from Degree Works through CFK online services at [www.fkcc.edu](http://www.fkcc.edu). You must submit a degree audit that shows you are enrolled in 100% of required courses for your degree in order to apply for graduation.

Complete the graduate exit survey on-line. See front desk personnel, academic advisor or advising services staff for directions if needed.

Make an appointment with your advisor to discuss the requirements for graduation. Your advisor will review your degree audit with you. You must meet all degree requirements by the end of the term in which you are applying to graduate.

Complete and sign the application and have your advisor sign it.

Take your application to the Business Office or Middle or Upper Keys Center personnel and pay the application fee of \$25.00. This fee covers the cost of your diploma. Your application will be sent to the Enrollment Services office for processing.

If you are planning to attend the graduation ceremony, you must order your cap and gown in advance through CFK's Bookstore, Follett. Contact the bookstore at 305-809-3242.

Summer graduates are eligible to participate in either the spring or fall graduation ceremony; however, you must apply by the appropriate deadline in order to participate in the ceremony. To participate in the spring ceremony you must have no more than six credit hours to complete in the consecutive summer term.

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**For Business Office Use ONLY:**

Date of payment: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

# Application for Graduation



Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Name as you would like it to appear on your diploma/certificate (First, Middle, Last name):

\_\_\_\_\_

Address where you want your diploma/certificate sent:

\_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City, State and zip code)

**If you have a change of address or name prior to receipt of diploma please notify the Enrollment Services Office at (305) 809-3188 or by emailing enrollment@fkcc.edu.**

**Degree/Certificate Requested:** (Please indicate exact program title if indicated)

Bachelor of Applied Science Supervision and Management (B.A.S.-S.M.)

Bachelor of Science Nursing (BSN)

Associate in Arts (A.A.)

Associate in Applied Science (A.A.S.): \_\_\_\_\_

Associate in Science (A.S.): \_\_\_\_\_

College Credit Certificate: \_\_\_\_\_

Applied Technical Diploma: \_\_\_\_\_

I have attached a degree audit from Degree Works indicating I have completed or have enrolled in 100% of my Degree requirements (Note future enrollments may not be more than six credit hours).

I have completed the graduate exit survey.

**Confidential Status:** (please check if you are requesting confidentiality)

I am requesting my name and information **not be published** in the college commencement and graduation publications.

**Planned graduation date:**

Term:            Fall                            Spring                            Summer                            Year: \_\_\_\_\_

**Do you plan to participate (walk) in a commencement ceremony?**            Yes                            No

**If yes, commencement ceremony attending/ walking:**

Fall (December)    Year: \_\_\_\_\_

Spring (May)        Year: \_\_\_\_\_

Enrollment Services will review your application for graduation to determine whether there are any College holds that will prevent you from being eligible for graduation. Only the Registrar can grant final approval for graduation.

**Student's signature:** \_\_\_\_\_                            **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_

**For Advisor Use ONLY:**

Degree/certificate requested exact program title?	Yes	No
Cumulative GPA of 2.0 or higher?	Yes	No
25% of coursework completed in residence at CFK?	Yes	No
100% enrolled in required coursework from Degree Works audit?	Yes	No
Foreign language requirement completed?	Yes	No
Verified completed the Graduate Exit survey?	Yes	No
Check SOAHOLD for any holds preventing graduation (owes \$, transcripts...)	Yes	No

**Note any exceptions:** \_\_\_\_\_

**Advisor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Enrollment Services Use ONLY:**

SHADEGR                      changed from IW to AW  
SHACATT

**Enrollment Services signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_