



School of Counseling Graduation Application 2019–2020

This form applies to students expecting to complete all graduation requirements by August 2020.

Complete and return this form to the Records Office by March 1, 2019 for Summer 2019 Priority Registration.
Forms returned by April 15, 2019 will receive Fall 2019 Priority Registration.

STUDENT INFORMATION

Name: _____ Phone Number: _____

Student ID (not SS#): _____ Email: _____

DEGREE INFORMATION

1. When do you plan to have all degree requirements met?

December 2019 May 2020 August 2020

Diplomas are ordered several months before graduation. If your graduation date changes, please notify the Records Office at Records@Richmont.edu.

2. What degree do you plan to earn?

- M.A. in Clinical Mental Health Counseling
- M.S. in Christian Psychological Studies
- M.A. in Marriage & Family Therapy
- M.S. in Pastoral Care & Integration
- Non-degree (Post-Master’s Certificate only)

3. Will you be receiving a certificate?

- Addictions Counseling
- Spirituality in Counseling Practice
- Spiritual Formation
- Christian Sex Therapy
- Trauma Counseling
- Child and Adolescent Therapy
- Marriage & Family Therapy

4. Have you taken courses at other institutions that you intend to count toward your degree?

- Yes No **If Yes, does Richmont have these transcripts?*
- Yes No **If No, please send for transcripts.*

5. Are you a Thesis student? Yes No

**If Yes, Name of Thesis:* _____

COMMENCEMENT INFORMATION

1. Print full legal name exactly as you want it to appear on your diploma & in the graduation program.

Name: _____

Provide the phonetic spelling of your name: _____

2. Do you plan to participate in the May 2020 graduation ceremony? Yes No

To participate in May 2020 graduation, you may have no more than THREE courses to complete over the summer (in addition to internship).

3. Please indicate your height for gown measurements by circling your height class. (Only circle plus sizes if applicable).

- | | | | |
|-------------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| 4'9 to 4'11 (+1 – if over 160 lbs.) | 5'3 to 5'5 (+1 – if over 190 lbs.) | 5'9 to 5'11 (+2 – if over 250 lbs.) | 6'3 to 6'5 (+3 – if over 310 lbs.) |
| 5'0 to 5'2 (+1 – if over 160 lbs.) | 5'6 to 5'8 (+2 – if over 220 lbs.) | 6'0 to 6'2 (+3 – if over 290 lbs.) | Other _____ |

Please note that diplomas will not be conferred on the May graduation date for any of the following reasons: incomplete grades, incomplete internship hours, or continued summer coursework. After the necessary requirements have been completed, your degree will be conferred on the next graduation date. Your diploma will not be released to you at graduation if your professor has not submitted your grades or if you have an unpaid debt owed to the institution. You will receive your diploma after these issues have been resolved.

Cost Information: The established Graduation Fee is \$150 for all students. A late fee of \$75 will be charged if a student applies for graduation after the **graduation application deadline of April 15, 2019**. Students who make changes to their degree or certificate on their submitted graduation application after November 1, 2019 will also be charged a \$75 late fee to help defray costs of updating diplomas and other graduation costs incurred as a result of the change(s). If a student must change their graduation date due to lacking enough clinical internship hours in the specified timeframe or a result of additional required coursework, no late fee will be assessed in these situations.