School of Ministry Graduation Application 2020-2021

This form applies to students expecting to complete all graduation requirements by August 2021.

Complete and return this form to the Records Office by March 1, 2020 for Summer 2020 Priority Registration. Forms returned by April 15, 2020 will receive Fall 2020 Priority Registration. Watch your Richmont email account for your Graduation Status Report.

STUDENT INFORMATION

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

Richmont Email: _____ Phone: _____

DEGREE INFORMATION

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

[ ] *December 2020* [ ] *May 2021* [ ] *August 2021*

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

2. What degree or certificate do you plan to earn?

[ ] M.A. in Ministry

[ ] M.A. in Ministry: Anglican Studies Concentration

[ ] M.A. in Spiritual Formation and Direction

[ ] Certificate in Anglican Studies*

[ ] Certificate in Spiritual Direction*

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

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

COMMENCEMENT INFORMATION: Only M.A. students are eligible to participate in the graduation ceremony.

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 2021 graduation ceremony? [ ] Yes [ ] No

You must be earning a degree at Richmont in order to participate in the ceremony. To participate in May 2021 graduation, you may have no more than THREE courses to complete over the summer.

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 _____

*Certificate-only students are not eligible to participate in the graduation ceremony and will not have their name printed in the program unless they are also receiving a Master of Arts degree.

Please note that only students that have completed their requirements for May will receive their diploma at the May graduation ceremony. August and December graduates will receive their diplomas following the respective term. 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, 2020 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).