



School of Counseling Graduation Application 2022-23

This form applies to students expecting to complete all graduation requirements by August 2023.

Complete and return this form to the Records Office by March 1, 2022 for Summer 2022 Priority Registration. Forms returned by April 15, 2022 will receive Fall 2022 Priority Registration. Watch your Richmond email account for your Graduation Status Report to sign and return.

STUDENT INFORMATION

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

Richmont Email: _____ Phone: _____

DEGREE INFORMATION

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

___ December 2022 ___ May 2023 ___ August 2023

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 ___ Non-degree (Post-Master's Certificate only)
___ M.S. in Pastoral Care and Integration

3. Will you be receiving a certificate?

___ Addictions Counseling ___ Christian Sex Therapy ___ Child & Adolescent Counseling
___ Integration ___ Trauma Counseling ___ Marriage & Family Therapy
___ Pastoral Care ___ Spiritual Formation in Counseling

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, Title of Thesis:* _____

COMMENCEMENT INFORMATION: Only M.A. or M.S. students are eligible to participate in the Commencement ceremony.

1. Print full legal name exactly as you would like it to appear on your diploma & in the Commencement program.

Name: _____

Phonetic spelling of your name, if applicable: _____

2. Do you plan to participate in the May 2023 graduation Commencement ceremony? ___ Yes ___ No

You must be earning a degree at Richmont in order to participate in the ceremony. To participate in May 2023 Commencement, you may have no more than THREE courses to complete over the summer (in addition to internship hours).

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 only students that have completed their requirements for May will receive their diploma at the May Commencement ceremony. August and December graduates will receive their diplomas following the respective term. 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 may be charged if a student applies for graduation after the graduation application deadline of April 15, 2022. Students who make changes to their degree or certificate on their submitted graduation application after November 1, 2022 may 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 as a result of additional required coursework, no late fee may be assessed.