



Registrar's Office

1000 Rim Drive, Durango, CO 81301
Phone: 970.247.7350 Fax: 970.247.7598

Application for Graduation

This form must be received by Census Date of the term you are finishing your degree requirements
(Note: Summer degree candidates must submit the form by the Winter Census Date)

Name: _____ Student ID: _____

Please reference WebCAPP for the following:

Major(s): _____

Minor(s): _____

Catalog: _____

I will have completed all of my degree requirements by end of:

Fall 2011: Winter 2012: Summer 2012:

How do you plan to complete your degree requirements? Check all that apply:

As of today, WebCAPP shows I am registered in everything I need to complete my requirements.

I am requesting an exception to graduation (i.e. substitution, waiver).
Please attach Exception to Graduation Form

I have transfer credits from another institution that have not been completed/evaluated and do not show up on my WebCAPP
Please attach transcript with in progress courses (an unofficial transcript is acceptable for this purpose; however, you must have an official transcript mailed directly to Fort Lewis College once grades have posted).

I will be finishing coursework for an Incomplete grade in: _____ by this date: _____
Please attach email from instructor confirming you are on track to complete coursework

I am taking a credit by exam for: _____
Credit by exam must be scheduled before submitting the Application for Graduation.
Please attach email from Testing Coordinator confirming you are scheduled to take exam.

Other:
Please explain: _____

Name on diploma: _____

Diploma Mailing Address: _____

Student Signature (not required if sent from FLC email address): _____ Date: _____

- ❖ This form may be submitted electronically by saving the form and then emailing it to gradcheck@fortlewis.edu from your FLC email account. If documentation is required, please print out the form after completing it electronically, staple all attachments, and submit all information to the Registrar's Office in Miller Student Services, Room 160.
- ❖ This form will be processed within 7 weeks of the Census Date. You will receive an email notifying you of approval/denial of your application. By submitting this form, you agree to pay the \$45 graduation fee which will be posted to your account. All holds must be resolved before the diploma is issued.