

# COWLEY COLLEGE DEGREE APPLICATION

Return to the Registrar's office GJ204

or scan and send to registrar@cowley.edu by the deadline.

Have questions? Contact the Registrar's office 620-441-5239 or registrar@cowley.edu

OFFICE USE ONLY

Date received: \_\_\_\_\_

Degree: \_\_\_\_\_

TA Complete: \_\_\_\_\_

Diploma Mailed: \_\_\_\_\_

**Application deadlines: Fall-October 1 Spring-March 1 Summer-July 1**

## Please complete the following steps:

- If you have college hours from other institutions, make certain they are on file in the Registrar's Office.
- Print a degree check to make sure you have fulfilled your degree requirements and attach to this form.
- Check to make sure mailing address is correct (do not use dorm address).

**A Degree Application missing any of the above degree application steps will result in the application being returned to you, and you will not be considered as a candidate for graduation.**

## PRINT YOUR NAME EXACTLY AS YOU WANT IT TO LOOK ON YOUR DIPLOMA

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Cowley ID \_\_\_\_\_

Major: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address where you want your diploma mailed:

(Number & Street)

(City & State)

(Zip)

Email \_\_\_\_\_ Check if applicable:  Active Military  Reserve  Veteran

Have you attended any other college(s)?  Yes  No If yes, list **all** schools below:

**NOTE: All transcripts** must be on file in the Registrar's office or you **will not** be considered for graduation.

Do you plan to participate in the graduation ceremony?  Yes  No

If yes, which ceremony?  10:00 A.M. (AA / AGS Degrees)  2:00 P.M. (AAS / AS / Certificates Degrees)

(If participating in either complete the cap and gown information below)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hat size (If Larger than 7½) \_\_\_\_\_

### Where do you want your cap and gown delivered?

Cowley Bookstore - Arkansas City

Cowley Bookstore - Wichita

Please check the semester you plan to graduate: \_\_\_\_\_ (Year)  FALL  SPRING  SUMMER

CHECK DEGREE APPLYING FOR (check only one):

ASSOCIATE OF ARTS

ASSOCIATE OF GENERAL STUDIES

ASSOCIATE OF ARTS (TA)\*

ASSOCIATE OF APPLIED SCIENCE

ASSOCIATE OF SCIENCE

CERTIFICATE

ASSOCIATE OF SCIENCE (TA)\*

\*minimum of 12 hours humanities, 12 hours social science and 9 hours of lab science

Signature: \_\_\_\_\_

### Final degree and diploma information:

When the faculty has turned in all grades, a final degree check will be completed. If all of your records are in order, the graduation notation will be added to your transcript within 2-3 weeks and you should receive your diploma within 5-6 weeks, provided all of your financial obligations have been met.

Contact the Cowley Bookstore about ordering graduation announcements (620-441-5277).

Office Use Only

#1 \_\_\_\_\_ #2 \_\_\_\_\_