



Marymount Manhattan

Application for Graduation

I. PERSONAL INFORMATION

MMC ID# _____

PHONE # _____

Mailing Address for Diploma (Note: Allow approximately 60 days for diploma processing – Enter a mailing address of where you will be located to avoid your diploma being returned.) If left blank your diploma will be mailed to the permanent address on MMC Connect.

Address (including Apartment/Building #)

City, State, and Zip code

REQUESTED DIPLOMA NAME-(PRINT LEGIBLY – FIRST, MIDDLE, LAST NAME). This will appear on your diploma, in the commencement program and will be announced at commencement. **Legal name only** – no nicknames, quotes, slashes, titles, etc.

Name on Diploma: _____

II. GRADUATION INFORMATION

I will be completing **all** my graduation requirements by the end of:

- Spring 20 ____ (June Graduate)
 Summer 20 ____ (September Graduate)
 Fall 20 ____ (February Graduate)

Graduation/ Degree Conferral Date	Deadline to Meet All Degree Requirements	Deadline to Submit Graduation Application*(*If the 15 th day falls on a weekend, deadline will extend to the following Monday)
September 01, 20____	August	May 15
February 01, 20____	January	September 15
June 01, 20____	May	November 15

May Commencement Plans**

____ Yes - I will be completing all my requirements by May and plan on participating in commencement.

____ Yes - Although I have not completed all my requirements, I plan to file a separate **Special Request for Permission to Participate in Commencement Ceremony form**, if I am eligible based on MMC's commencement policy.

____ No - I do not plan on participating in commencement.

Catalogue Year in which you completed your degree requirements (ex: 2014-15): _____

III. PROGRAM INFORMATION

Degree [check one box only]: Bachelor of Arts Bachelor of Science Bachelor of Fine Arts

Note: For Students in Dual Majors – Must choose 1 degree only (Majors/Concentrations/Minors are not printed on Diploma)

Major(s) _____

Concentration/Minor _____

IV. STUDENT ACKNOWLEDGMENT

- I understand that all **academic and financial obligations and holds** must be cleared before commencement. I also understand that I will be charged **\$125 (subject to change)** for a one-time graduation application process fee. The fee is non-refundable.
- ****I understand that participation in the commencement ceremony does not constitute conferral of a degree and that I must fulfill all requirements and be certified by the Office of the Registrar before I can receive my diploma.**
- I certify that the information given on this application is complete and correct.

STUDENT SIGNATURE _____

DATE _____

Return this form: by mail to CSS/Marymount Manhattan College/221 E.71 St./New York, NY 10021 or, by fax to 212 517-0491 or, by pdf to css@mmm.edu

Office Use Only – App entered & Eval sent date _____ Holds ___ Grad ___ FA ___ AR