



This Graduation Evaluation Form initiates the process which determines successful completion of degree requirements as indicated on your Programme of Study/Advisement Form. Completion of this form certifies that you have applied and are a candidate for graduation and that you are eligible to graduate provided you: (1) meet degree/programme requirements; (2) are in good financial standing; and (3) have paid the requisite graduation fees. Students wishing to graduate with a Minor should attach the GRADUATION EVALUATION FORM FOR MINOR PROGRAMME to this completed Graduation Evaluation Form.

Instructions:

- 1. Complete all sections of this form. Print legibly and provide accurate and complete information.
2. Secure the signatures of your academic advisor and Chairperson.
3. Pay the requisite graduation fee in the form of cash, bank certified cheque, debit card or credit card (Visa, MasterCard, Suncard) at the Business Office, 9:00 a.m. - 4:00 p.m. weekdays.
4. Submit completed form, copy of Programme of Study/Advisement Form and proof of payment of graduation fees to the Records Department, 9:00 a.m. - 5:00 p.m. weekdays. Records will not accept or process any graduation form without requisite signatures, advisement form and/or proof of payment.
5. Complete the University of The Bahamas Exit Survey.

Note:

- 1. Failure to meet the published deadline for payment of graduation fees and submission of the Graduation Evaluation Form will delay the processing of your application and the ordering and receipt of your diploma. LATE PAYMENT may result in your graduation being delayed.
2. There is one graduation ceremony for Summer Graduates of the previous academic year and Fall and Spring Graduates of the current academic year. Your diploma may be collected on a date to be published once you successfully complete programme/degree requirements and are in good financial standing.
3. The Records Department will contact applicants who do not meet degree/programme requirements and who are ineligible for graduation.
4. Visit www.ub.edu.bs for additional information.

This is to certify that \_\_\_\_\_ Student No(s). \_\_\_\_\_ has applied and is a candidate for graduation at the end of the \_\_\_\_\_ Semester/Session and will be eligible if he/she meets programme/degree requirements, is in good financial standing and has paid the requisite graduation fees.

Table with 3 columns: Fall Semester: Last Workday in September, Spring Semester: Last Workday in January, Summer Session: Last Workday in May

Table with 2 columns: Business Office Stamp, Records Department Stamp

SECTION 1: GRADUATION INFORMATION

- 1. Your name will be printed on your degree as follows: Last Name, First Name, Middle Initial. (Ensure accuracy on transcript.)
2. Confirm the degree and major for which you are applying (e.g. BBA in Management): Degree \_\_\_\_\_ in \_\_\_\_\_ Major \_\_\_\_\_
3. I plan to participate in the commencement exercise. Yes No If yes, answer # 4 and 5 immediately below.
4. Height: \_\_\_\_\_ Weight: \_\_\_\_\_ 5. Gender: Male Female

**SECTION 2: PERSONAL INFORMATION**

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Student Number(s): \_\_\_\_\_  
 P. O. Box: \_\_\_\_\_ City: \_\_\_\_\_ Island/Country: \_\_\_\_\_  
 UB E-mail Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Degree: \_\_\_\_\_ Major: \_\_\_\_\_

**SECTION 3: PROGRAMME REQUIREMENTS (List all courses taken to fulfill programme requirements.)**

**General Education Courses**

	Abbrev/No.	Course Title	Credits	Sem/Year Taken	Final Grade	Quality Points
Student Develop	COUN100	First Year Seminar	1			
Comp Literacy	CIS 100	Computer Literacy	1			
PE/Health/Nutrition			2			
Literacy	ENGW119	Writing & Rhetoric I	3			
	ENGW120	Writing & Rhetoric II	3			
	ENGW300	Advanced Composition	3			
Numeracy						
Foreign Language			3			
			3			
Humanities (HMNS)			3			
Natural Science (NASC)						
Social Science (SOSC)						

**Elective Courses**

	Abbrev/No.	Course Title	Credits	Sem/Year Taken	Final Grade	Quality Points
Lower Level (100-200 level)						
Upper Level (300-400 level)						

**Major Area Courses**

	Abbrev/No.	Course Title	Credits	Sem/Year Taken	Final Grade	Quality Points
Lower Level (100-200 level)						
Upper Level (300-400 level)						

Number of Credits Earned	GENERAL EDUCATION	ELECTIVE	MAJOR	TOTAL CREDITS EARNED

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Chairperson's Signature

FOR OFFICIAL USE ONLY		
# OF 200 LEVEL CREDITS: _____	# OF 300/400 LEVEL CREDITS: _____	TOTAL # OF CREDITS: _____
MAJOR AREA GPA: _____	CUMULATIVE GPA: _____	DATE OF GRADUATION: _____
_____ Signature, Records Assistant, Graduation/Date	_____ Signature, Director, Records/Date	