

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.

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.

GRADUATION EVALUATION FORM DEADLINE FOR SUBMISSION

Fall Semester: Last Workday in September	Spring Semester: Last Workday in January	Summer Session: Last Workday in May
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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