

**NOTICE TO STUDENTS APPLYING FOR GRADUATION IN
DECEMBER 2009, MAY OR JULY 2010
LEAVELL COLLEGE – CERTIFICATE PROGRAM**

If you plan to complete degree requirements by December 18, 2009, May 15, 2010 or July 30, 2010, please complete the attached application for graduation. This in no way assures your graduation but is merely a notice to the Registrar's Office that you anticipate graduation on the date shown and how you wish your name printed on your diploma.

If your plans for graduation change at any time during the academic year, it is your responsibility to notify the Registrar's Office. The Registrar's Office will notify you if our records indicate a problem related to your pending graduation.

DEADLINES FOR APPLYING FOR GRADUATION

Tuesday, September 15, 2009

Monday, February 16, 2010

**ALL STUDENTS SUBMITTING THEIR APPLICATION FOR GRADUATION
AFTER THESE DATES WILL BE CHARGED A \$25 LATE FEE**

The deadline for applying for December 2009 graduation is September 15, 2009. The deadline for applying for May or July 2010 graduation is February 15, 2010. The \$55.00 diploma fee will be charged to your account when the Business Office receives the list of students who have applied for graduation. *Send the check for your diploma fee directly to the Business Office.* This fee is listed in the 2009-2010 catalog.

If the Fall Semester, 2009/2010 is your last anticipated session of enrollment you may participate in the graduation exercises and receive your diploma on December 19, 2009, if all graduation requirements are completed and your account in the Business Office is clear. If the January Academic Workshop 2010 is your last session of anticipated enrollment you may participate in the graduation exercises on December 19, 2009, and receive a blank diploma case. Your diploma will bear the May graduation date and will be released to you after May 15, 2010 if all graduation requirements are completed as anticipated and your account in the Business Office is clear. You must notify the Registrar's Office in writing that you have completed all requirements and wish your diploma to be sent.

If the Spring Semester, or the Spring Workshop, 2010 is your last session of anticipated enrollment you may participate in the graduation exercises and receive your diploma on May 15, 2010, if all graduation requirements are completed as anticipated and your account in the Business Office is clear. If either of the May Academic Workshops or the summer session, 2010, is your last session of anticipated enrollment you may participate in the graduation exercises on May 15, 2010 and receive a blank diploma case. Your diploma will bear the date of the last day of summer school (July 30, 2010) and will be released to you after July 30, 2010, if all graduation requirements are completed as anticipated and your account in the Business Office is clear. You must notify the Registrar's Office in writing that you have completed all requirements and wish your diploma to be sent. If either of the August Academic Workshops, 2010 is your last session of anticipated enrollment you must apply for graduation in the fall of 2010 and participate in the December 2010 graduation exercises.

If you make a request to graduate in absentia and the request is approved, you will be charged a *\$15.00 absentia fee* in addition to the \$55.00 diploma fee.

All graduates should order their cap and gown through the Lifeway Campus Store. Orders will be taken after the graduation application deadline. The Lifeway store number is 504-282-2626.

APPLICATION FOR GRADUATION

2009-2010

Please clearly print your name on the line below exactly as you want it to appear on your diploma.

Name for Diploma

NAME: _____

NOBTS-ID: _____

CELL PHONE: _____ **TELEPHONE:** _____

FULL ADDRESS: _____

E-MAIL: _____

PLEASE CHECK YOUR ANTICIPATED LAST TERM OF ENROLLMENT:

- July/August Academic Workshop 2009 (July 27 - August 7, 2009)
- Fall Semester 2009 (August 17 - December 18, 2009)
- Fall Workshop 2009 (October 19-23, 2009)
- January Academic Workshop, 2010 (January 4-8, 2010)
- January Academic Workshop, 2010 (January 11-15, 2010)
- Spring Semester 2010 (January 19 - May 14, 2010)
- Spring Workshop 2010 (March 15-19, 2010)
- May Academic Workshop (May 1) 2010 (May 17-21, 2010)
- May Academic Workshop (May 2) & (BCP Seminar) 2010 (May 24-28, 2010)
- Summer Session 2010 (May 31 - July 23, 2010)

CHECK THE GRADUATION EXERCISE IN WHICH YOU WILL BE ELIGIBLE TO PARTICIPATE:

- Saturday, December 19, 2009 Saturday, May 15, 2010

PLEASE INDICATE THE EXTENSION CENTER YOU ATTEND: _____

PLEASE INDICATE THE DEGREE PROGRAM YOU ARE COMPLETING:

(i.e.: Bachelor of Arts in Christian Ministry) _____

ONE CERTIFICATE OF APPRECIATION WILL BE PRINTED FOR AN INDIVIDUAL OR CHURCH WHO HAS SUPPORTED YOUR EDUCATION. PLEASE PROVIDE THE NAME BELOW. PLEASE INDICATE IF THE PERSON NAMED IS YOUR SPOUSE.

RETURN TO REGISTRAR'S OFFICE BY SEPTEMBER 15, 2009 / FEBRUARY 15, 2010

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**PLEASE SIGN TO INDICATE THAT YOU HAVE READ THIS APPLICATION AND THAT THE
INFORMATION PROVIDED IS CORRECT.**

NAME: _____

NOBTS-ID: _____

CAMPUS ADDRESS: _____

Please check your anticipated housing plans: (On-Campus Students Only)

- I am graduating and plan to vacate seminary housing.**

**Students must vacate their housing units within 2 weeks after completion of requirements for graduation. A written vacating notice must be submitted 14 days (dorm students) or 30 days (apartment residents) prior to the afore stated deadline.

- I am graduating and pursuing another degree; therefore, I wish to continue residing in seminary housing.**

**Should the resident be approved to work on another degree, or in the event of other unique circumstances requiring the extension of housing, the student must apply for an extension with the Dean of Students Office. Housing extensions will be considered case by case and with attention to anticipated housing needs and length of previous tenure. Priority for on-campus housing assignments is given to Associate, Bachelor, and Master level students in their first degree program.