



MAHANAIM APPLICATION FOR GRADUATION

I. STUDENT INFORMATION

STUDENT ID # _____
DATE OF BIRTH

FIRST MIDDLE LAST

**** THIS IS HOW IT WILL APPEAR ON ALL YOUR OFFICIAL DOCUMENTS**

CURRENT STREET ADDRESS CITY STATE POSTAL CODE

PERMANENT ADDRESS CITY STATE/COUNTRY POSTAL CODE

@MAHANAIM.COM _____
EMAIL (PERSONAL)

PHONE

II. APPLICATION PROCESSING

THIS APPLICATION IS YOUR? FIRST SUBMISSION REVISED FORM

DATE OF LAST ENROLLMENT: JUNE 20_____
(FINISHING SPRING) NOVEMBER 20_____
(FINISHING FALL)

MAJOR: _____

I, _____ understand that if I fail to fulfill any requirement, I forfeit my right to graduate in the designated term and must reapply for graduation by the deadlines listed above. I understand that participation in the commencement ceremony does not constitute conferral of a certificate and that I must fulfill all requirements and be certified by all the necessary administrative offices before I can officially graduate.

Any grade changes or changes to your graduation schedule, please send an email to registrar@mahanaim.com, ASAP.

STUDENT SIGNATURE _____
DATE



RECEIVE THE FOLLOWING SIGNATURES IN THIS ORDER:

1. OFFICE of ACADEMIC AFFAIRS

PRELIMINARY APPROVAL. All coursework has been, or is on track to be, completed and the student has the minimum GPA required to graduate. The student has no pending disciplinary cases. Conditions that still must be met by the end of this semester are as follows:

- _____
- _____
- _____
- _____

A final check will be done at the end of the semester to confirm satisfactory completion.

NOT APPROVED. The student has an academic or disciplinary hindrance that will prevent him/her from graduating this semester. The student has been advised on next steps.

VP OF ACADEMIC AFFAIRS

DATE

If you have received this signature with “PRELIMINARY APPROVAL” you may continue the process.

2. ACADEMIC EXCELLENCE CENTER

PRELIMINARY APPROVAL. Any other balances (i.e. library, IT, etc.) owed to the school have been or will be paid in full and any equipment borrowed from the school has been or will be returned. Conditions that still must be met by the end of this semester are as follows:

- _____
- _____
- _____
- _____

A final check will be done at the end of the semester to confirm full payment.

**APPROVAL of the DIRECTOR OF THE
ACADEMIC EXCELLENCE CENTER**

DATE



3. OFFICE OF THE BURSAR

PRELIMINARY APPROVAL. Any balance owed by the above-named student has been paid, or is on track to be paid, in full. Conditions that still must be met by the end of this semester are as follows:

- _____
- _____
- _____
- _____

A final check will be done at the end of the semester to confirm full payment.

APPROVAL of the OFFICE OF THE BURSAR

DATE

**Please submit this form to the Registrar in room 114A*

**Students receiving preliminary approval in all 3 categories above will be allowed to participate in commencement, but certificate conferral will not be determined until the end of the semester.*

OFFICE USE ONLY (TO BE COMPLETED AT THE END OF THE SEMESTER)

4. OFFICE OF THE REGISTRAR

FINAL APPROVAL. Upon careful review of the student's record and graduation application at the end of this semester, the student has met all required obligations and responsibilities both academically and financially.

APPROVAL of the OFFICE OF THE REGISTRAR

DATE