
APPLICATION FOR GRADUATION MEMO

TO: All Booth College Students interested in applying for **Graduation in April 2009**
FROM: Dr. Matthew Kwok, Assistant Academic Dean & Registrar
RE: **Graduation Requirements**
DATE: November 1, 2008

If you are anticipating completion of your program of studies at Booth College, you may apply for **April 2009 Graduation**. Applications for graduation will be processed only if the student has been admitted to the college and program four months prior to graduation. The Application for Graduation Form is attached to this memo.

(1) Academic Achievement

* Once you have applied for graduation, a degree audit will be conducted by the Registrar's Office, prior to the start of the winter semester. The degree audit will note course requirements that have been completed (as verified by the student's transcript), the course requirements that are in-process or incomplete, and any remaining course requirements to be fulfilled. Should there be any inconsistency within your program, it will be brought to you and your advisor's attention.

A copy of your degree audit will be passed on to you and your advisor for confirmation. Note that the initial deadline for application for graduation is Monday, November 24, 2008.

* Graduands completing course work at other educational institutions (by 'Letter of Permission') need to ensure that an official transcript showing final grades are received by the Booth College Registrar no later than Friday, April 17, 2009 so that such courses can be recorded onto their program of studies. Graduation may be delayed for instances where the official transcript is not received in a timely manner to the Registrar's Office.

(2) Settled Accounts

All obligations and financial accounts must be settled at Booth College and any other educational institution before a student can graduate.

APPLICATION FOR GRADUATION is due with \$75 fee payment on:
(additional \$25 late fee applies after this date)

Monday November 24, 2008

ALL OBLIGATIONS AND ACCOUNTS must be settled no later than:

Friday, April 17, 2009

**** All October 2008 and April 2009 graduates are invited to participate in Graduation Weekend 2009 (April 25-26). Grad 2009 Events and Schedules will be posted on the Booth College website when available in early 2009. ****