Vaughn College of aeronautics and technology

Graduation Declaration Form

Section A – To Be Completed By Student

Name: _____
First **M.I.** **Last**

SSN/ID#: _____

Phone # to be reached: _____ ***Email:** _____

CANDIDATE FOR THE DEGREE (Choose One):

MS❑ BS❑ AAS❑ AOS❑ Certificate Program ❑

Please specify your major: _____ minor/option: _____

I have completed my requirements and expect to graduate by:

❑ **May 20___** ❑ **August 20___** ❑ **December 20___**

Deadlines for filing are as follow:
April 15th for August; July 15th for December;
October 15th for May

I understand that a non-refundable graduation fee of $100.00 is due when filing this form. I also understand that if I do not satisfy all my requirement(s), my graduation will be postponed for one semester only. After that, I need to re-apply for graduation and a new fee will be applied.

Signature: _____ **Date**: _____

Please Note:

- **You will be notified by *email if your graduation declaration has been accepted or will be postponed.**
- **Participation in the graduation ceremony does not imply conferral of a degree.**

Must To Be Completed By the Following Offices

Section B – Student Advisement Center

Registering for remaining course(s) in: ❑ **Fall 20___** ❑ **Spring 20___** ❑ **Summer 20___**

Comments: _____

Advisor's signature: _____ Date: _____

Section C – Financial Aid Office

Exit Interview By: _____ Date: _____

Section D – Office of Student Accounts

Processed By: _____ Date: _____

Section E – Office of the Registrar

Comments: _____

_____

_____

Evaluated by: _____ GPA: _____ Date: _____

Verification of Graduation Qualification:

VP of Academic Affairs' Signature: _____

86-01 23rd Avenue, Flushing NY 11369 Tel: (718) 429.6600 Fax: (718) 429.5291 Email: registrar@vaughn.edu