

# COVENANT UNIVERSITY

## COURSE TRACKING & INTENT TO GRADUATE

Extension Campus: \_\_\_\_\_

**IMPORTANT:** This form is required of all students intending to graduate in a given school year. It is the student's responsibility to keep track of all courses taken and to notify the STC Campus Director when they feel they have completed all courses & requirements for graduation. Height and weight must be included for proper gown size. Please keep a photocopy for your personal records.

### 1. PERSONAL INFORMATION

<b>TITLE:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Rev		<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>M.I.:</b>		<input type="checkbox"/> Sr. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Jr.
<b>FILING DATE:</b>		<b>SOCIAL SECURITY #:</b>		<b>MAJOR:</b>		<b>DEGREE LEVEL:</b>		<input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE <input type="checkbox"/> POST-GRADUATE
<b>HOME PHONE:</b>			<b>WORK PHONE:</b>			<b>EMAIL ADDRESS:</b>		
<b>HEIGHT (FT/IN):</b>		<b>WEIGHT (LBS):</b>		<b>CERTIFICATE NAME:</b> (INDICATE EXACTLY HOW YOU WANT YOUR NAME TO APPEAR ON YOUR CERTIFICATE)				

### 2. COURSE INFORMATION

COURSE #	COURSE NAME:	DATE COMPLETED	EXAM GRADE	PAPER GRADE	FINAL GRADE	CREDITS	DEAN INITIALS
<b>MP</b>	<b>MINISTRY PRACTICUM</b> (Undergraduate & Master's Level Student's Only)						
<b>Course #</b>	<b>MASTER'S STUDENT'S ONLY: ADDITIONAL COURSES TAKEN IN LIEU OF WRITTEN THESIS</b>						

### 3. SIGNATURES

STUDENT SIGNATURE: _____	DATE: _____	DIRECTOR'S SIGNATURE: _____	DATE: _____
I CERTIFY THAT THE INFORMATION ABOVE IS CORRECT.		I HAVE VERIFIED THAT THE COURSE WORK HAS BEEN COMPLETED AND ALL FEES HAVE BEEN PAID.	

### INFORMATION BELOW IS FOR MAIN CAMPUS REGISTRAR'S OFFICE USE ONLY.

<b>INITIALS:</b> <input type="checkbox"/> FORM COMPLETED IN FULL WITH BOTH SIGNATURES <input type="checkbox"/> ALL DEGREE/DIPLOMA REQUIREMENTS MET & FEES PAID <input type="checkbox"/> CAP & GOWN ORDERED <input type="checkbox"/> OFFICIAL TRANSCRIPT PRINTED & SEALED	<b>INITIALS:</b> <input type="checkbox"/> CERTIFICATE PRINTED AND SEAL APPLIED <input type="checkbox"/> COPIES OF TRANSCRIPT AND CERTIFICATE PUT IN STUDENT'S FILE <b>DEGREE/DIPLOMA TO BE AWARDED:</b>
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