

## **St Michaels Christian University**

6124 NW 19th Court - Margate, FL 33063 Tel: (800) 420-3698 - Email: info@stmichaelscu.org

## **COURSE TRACKING & INTENT TO GRADUATE FORM**

**IMPORTANT:** This form is required of all students intending to graduate in a given school year. Enclosed with this form is the Course Tracking Sheet, which should be completed and signed by the Administrator and reviewed by the student for accuracy and signature. Copies are to be given to the student, kept at the teaching site, and the original is to be forwarded to our records office. Accurate height and weight must be included for proper gown size. Please keep a photocopy for your records. All information enclosed on this sheet is confidential.

Graduation fee: \$175.00 THIS FEE IS DUE WITH THIS FORM

PERSONAL INFORMATION Date:					
Your School Name:					
Last Name:		First Name:			Middle Initial:
Address:	City:		State:		Zip Code:
Date of Birth: Place	ee of Birth:			Casial Casswit	y # (last 4 digits only)
Date of birth: Place	e of Birtin.			Social Security	y # (last 4 digits only)
Home Phone #:	Work Phone #:	E-Mail Ac	ldress:		
High School/GED	City:		State:		Zip Code:
Your Height (ft/in)	Weight (lbs)	Degree (A	Degree (Associate, Bachelor, Master, Doctorate)		
Print your name exactl	y as you wish it to be on	the Document (NO	<u>TITLES</u> )		
		SIGNAT	TURES		
Student Signature:		1	Administrator Signature	::	
I certify that the informat	tion above is correct.		I certify that the inform	nation aboveis correc	et. Date

## **St Michaels Christian University**

COURSE TRACKING & INTENT TO GRADUATE FORM (USE MULTIPLE SHEETS AS NEEDED)

## ALL INFORMATION MUST BE COMPLETED FOR A STUDENT TO RECEIVE CREDIT.

			1		Administrator
Course #	Course Name	Date	Grade	Credits	Verification
Administrator	is to post grade for Program Completion & make comment	on student	essays, as	to quality	and content, below.
Program Completion Research & Study					
Has the Student been evaluated by the Home Office? (check one) YesNo  Has the Student taken Percentile Testing? (check one) YesNo					
Has the Student taken Program Completion (check one)  YesNo					

- 1. The Intent to Graduate Form must be initialed and signed by the Administrator.
- 2. The Intent to Graduate Form must be signed by the Graduating Student.
- 3. If any courses or studies have come from another source other than this school, they must be verified by a transcript.

**Graduation Fees: \$175.00** 

SIGNATURES				
Student Signature:	Administrator Signature:			
I certify that the information above is correctDate	I certify the course work as complete, Program Completion Datedone, and has no outstanding bill due.			