**Record of Potential
Graduate Checklist**

CHECKLIST FOR PROSPECTIVE CANDIDATES FOR GRADUATION

Name: _____   ID #: _____

Degree Program/Degree: _____

Are you ready for graduation?

(To be completed by Prospective Candidates for Graduation)

1. Paid the $125.00 graduation fee in the Business Office   ___ Yes ___ No

2. Turned in application for graduation to the Registrar's Office   ___ Yes ___ No

3. Satisfied all general education requirements   ___ Yes ___ No

4. Cleared any "INCOMPLETE" grades that appear on transcript   ___ Yes ___ No

5. Earned a cumulative GPA average of 2.0 or above   ___ Yes ___ No

6. Submitted degree audit   ___ Yes ___ No

7. Summer Registration (if applicable)   ___ Yes ___ No

8. Completed Record of Exit Procedure Checklist   ___ Yes ___ No

9. Completed 30 of the last semester at ABC   ___ Yes ___ No

10. Zero Balance (Business Office)   ___ Yes ___ No

Comments:

_____

_____

_____

Office of the Registrar
1600 Dr. Martin Luther King, Jr. Drive
Little Rock, AR 72202
Phone: 501.420.1237   Fax: 501.375.9257
Email: registrarsoffice@arkansasbaptist.edu
Homepage: www.arkansasbaptist.edu
School Code 00108700

**Record of Exit
Procedure Checklist**

FALL DEADLINE: DECEMBER 1, 2024
SPRING DEADLINE: FEBRUARY 28, 2025

Name: _____   Student ID: _____
    (Last)   (First)   (MI)

Step 1:
Department Chair   Program Area   _____

Step 2:
Testing (if applicable)   Lab Coordinator   _____

Step 3:
Student Affairs   Residential Life   _____

Step 4:
Financial Aid   Complete an Exit Interview   _____
                                     (Go to www.studentloans.gov to complete the exit form)

Step 5:
Business Office   Financial Clearance   _____

Step 6:
Registrar's Office   Turn in Completed Checklist   _____

Office of the Registrar
1600 Dr. Martin Luther King, Jr. Drive
Little Rock, AR 72202
Phone: 501.420.1237   Fax: 501.375.9257
Email: registrarsoffice@arkansasbaptist.edu
Homepage: www.arkansasbaptist.edu
School Code 00108700

Record of Application
for Graduation

Application Deadline: **Applications and fees for ALL graduates are due no later than Friday, February 28 2025**.

Student ID # _____

Please print the name (First/Middle/Last) you wish to appear on your Degree Limit it to 30 characters, including periods or other punctuating in the spaces provided below.

_____

Expected Completion of Degree Requirements. **Please initial**: Fall, November 26, 2024 _____

Spring, May 2, 2025 _____   Summer I, June 13, 2025 _____ Summer II, July 18, 2025 _____

Please complete the following information. If unsure, please check with your advisor.

Degree Sought: Associate of Arts (AA) _____ Bachelor of Business Administration (BBA) _____

Bachelor of Arts (BA) _____

Department (Please circle one): Business, Education/Interdisciplinary Studies, Religious Studies, Public Service, or Fine and Performing Arts.

Major: 1. _____   2. _____

Do you have additional credits to be transferred from another institution before graduation?
___ yes ___ no

If yes, from what institutions? _____

Signature: _____   Date: _____
        (Cannot be processed without your signature)

Printed Name (if different than degree name): _____

Email Address or Daytime telephone #: _____

*Your degree will be sent to your mailing address on file with the Office of the Registrar, **if requested**. To receive your degree and other College correspondence, you must keep your mailing address current. **Please complete a Notice of Change of Address Request if your address has changed recently.**

Graduation Fees Received by Business Office: Date Application Received in Registrar's Office:

_____   _____

*Note: $125.00 Graduation Application Fee

Record of Cap and Gown Order Request

Please use upper- and lower-case letters for your name

First name: _____ Middle name: _____ Last name: _____

Mailing Address: _____
                     (Street)   (City)   (State)   (ZIP)

Student ID: _____

Phone number: _____

Email: _____

Degree: (check appropriate box)

_____ Associate

_____ Bachelor

Cap and Gown:

Height: _____   Weight: _____

Male _____   Female _____

FALL DEADLINE: DECEMBER 1, 2024
SPRING DEADLINE: FEBRUARY 28, 2025