

THE COLLEGE OF THE BAHAMAS GRADUATION EVALUATION FORM

P.O. Box N-4912
Nassau, Bahamas

This is your official graduation evaluation form. This form initiates the process which determines successful completion of the graduation requirements as stated on your Advisement Form. (PRESENT THIS FORM TO THE BUSINESS OFFICE WHEN YOU PAY YOUR FEES). N.B: **Records Department will not accept or process any graduation form without signatories or proof of payment in addition to the student's attached advisement form.**

This is to certify that _____ Student No(s). _____ has applied and is a candidate for graduation at the end of the _____ Semester/Session and will be eligible if he/she meets the degree requirements and pays his/her graduation fee (Your name will be printed on the degree as follows Last Name, First Name, M.I. Please ensure accuracy on transcript.)

Provide below the degree you are seeking with programme (e.g.BBA in Management).

_____ in _____
Degree Major

I plan to participate in the graduation commencement exercise: Yes No (Please check one)

Height: _____ Weight: _____ Gender: Male Female

Business Office Stamp

Records Office Stamp

Detach here

Detach here

NOTE: Please detach the lower half and retain for your information. Return the upper half to **Records**.

**GRADUATION DEADLINES	
Fall Semester	*September
Spring Semester	*January
Summer Semester	*May

* Due on the last working day of the month.

** You may access the C.O.B. website at www.cob.edu.bs for any further information.

Dear Prospective Graduate:

1. This is your Graduation Application Information Letter. The attached Graduation Evaluation form initiates the process which determines successful completion of the degree requirements as listed on your **attached advisement form**. **Please print legibly and provide accurate and complete information on all forms.**
2. You are to secure the signature of your advisor and chairperson, pay graduation fee in the Business Office, then submit your Graduation application Form to Records Department by the published deadline. **Graduation Application fee is \$100.00.** THIS FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE WHEN YOU PAY YOUR FEES. Certified cheques should be made payable to The College Of The Bahamas. Failure to meet the published deadline for payment of graduation fee and form submission to Records Department will delay the processing of the form as well as the ordering and receipt of your diploma. LATE PAYMENT may result in your graduation being delayed.
3. There is one formal graduation ceremony for Summer Graduates of the previous academic year, Fall and Spring Semester Graduates of the current academic year. Your diploma may be collected on a published date once you have successfully completed your graduation requirements for your degree as stated on your Advisement Form. The Records Office will contact students not meeting their degree requirements.

Sincerely,
Registrar

THE COLLEGE OF THE BAHAMAS

NAME IN FULL: _____ STUDENT NO(S): _____
 LAST FIRST MIDDLE
 POSTAL ADDRESS: _____ EMAIL ADDRESS: _____
 PHONE #: HOME _____ WORK _____ CELL _____
 PROGRAMME OF STUDY: _____ in _____
 DEGREE MAJOR

GENERAL EDUCATION COURSES								MAJOR FIELD COURSES						
	Course Abbr	Crs. No	Course Title	#of Cr.	Sem. Taken	Sem. Plan	Gr.	Course Abbr	Crs. No	Course Title	Cr.	Sem. Taken	Sem. Plan	Gr.
E N G														
S C C A														
S O S C														
M A T H														
S S & T														
E L E C T I V E S														
Compulsory Courses			Library Orientation	00										
			Student Development Seminar	00										

STUDENT'S SIGNATURE

ADVISOR'S SIGNATURE

CHAIRPERSON'S SIGNATURE

FOR OFFICE USE ONLY

CREDITS AT 200 LEVEL: _____ CREDITS AT 300 LEVEL: _____ TOTAL # OF CREDITS: _____

G.P.A. IN MAJOR FIELD: _____ CUM. G.P.A: _____ DATE OF GRADUATION: _____

RECORDS ASSISTANT, GRADUATION/DATE

DIRECTOR, RECORDS/DATE