His Saving Grace Theological Seminary

205 Fairley St. - Laurinburg, NC 28352
Telephone: (800) 217-1846 Email: info@hsgseminary.com

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 of Birth:		Social Security # (last 4 digits only)
Home Phone #:	Work Phone #:	E-Mail Address:
High School/GED City:	State:	Zip Code:
Your Height (ft/in)	Weight (lbs)	Degree (Associate, Bachelor, Master, Doctorate)

Print your name exactly as you wish it to be on the Document (NO TITLES)

SIGNATURES

Student Signature:	Administrator Signature:
I certify that the information above is correct. Date	I certify that the information above is correct. Date

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

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

Course #	Course Name	Date	Grade	Credits	Administrator 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) Yes_____No_____
Has the Student taken Percentile Testing? (check one) Yes_____No_____
Has the Student taken Program Completion (check one) Yes_____No _____

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 correct._____Date _____	I certify the course work as complete, Program Completion Date _____done, and has no outstanding bill due.