

PETITION TO GRADUATE – May

(Return to the Student Account's Office with \$50 Petition to Graduate Fee)

Have you petitioned to graduate in this same major in a prior year? No Yes If yes, Year _____
Have you already paid a graduation fee for the program listed below? Yes No

This application is necessary so that the College can review your academic history, verify that all curriculum requirements have been met, and to certify your eligibility for graduation. Please list **ALL** degree and certificate programs you wish to be reviewed. Only those indicated below will be reviewed.

(See below for diploma order processing information)

Name – Print **EXACTLY** as you wish your name to appear on the Diploma:

(The name used on the college records will be used unless official documents are presented stating otherwise.)

First Middle Last
Student ID Number: _____

Mailing Address: _____

e-mail address: _____

Curriculum(s) / Major(s) in which you intend to graduate:

	Degree (check appropriate column)	Certificate	Catalog Year (if known)
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Do you have transfer credit from another college? Yes No
If, "Yes", list college(s): _____

Student Signature: _____ Date: _____

****August graduates** will be allowed to participate in the May graduation exercises. Students determined ineligible for May graduation will be offered the August graduation if the needed courses can be completed. If you are petitioning for August graduation, please indicate the course(s) you will be completing in the summer:

***** December graduates** will be invited to participate in the graduation exercises at the end of that academic year. Students graduating from an Associate Degree Program are required to take an outcomes Assessment Measurement, the Academic Profile. More information will be provided prior to graduation.

Commencement Program:

Students filing a petition after April 15th, will not have their names listed in the Commencement Program. Students who has marked their files confidential will not have their name appear on the graduation program nor submitted to local newspapers.

Diploma Order Processing:

Diplomas are ordered from an outside company. The processing time is usually 6-8 weeks. If a Petition to Graduate is submitted and approved late in the graduation cycle, the diploma will not be received at the time of graduation. Diplomas received by the college after graduation will be mailed to students as soon as they are received. Diplomas are ordered on the first of each month leading up to a graduation date.