

IMPORTANT !!!

IF YOU ARE PLANNING TO GRADUATE
SPRING SEMESTER, YOUR GRADUATION
PETITION *MUST* BE RECEIVED AT THE
CASHIER'S OFFICE WITH THE \$35.00
GRADUATION FEE NO LATER THAN
5:00PM ON JANUARY 24TH, 2025.

ANY PETITIONS RECEIVED AFTER THE DUE DATE WILL BE
PROCESSED FOR THE FOLLOWING SEMESTER.

GRADUATION POLICY

- 1.) The graduation fee of \$35 must accompany this form and be paid to the Cashier's Office.
- 2.) It is the sole obligation of the student to complete this form. No degrees can be issued without it. **A late request will be treated as a request for the following semester. Students whose requests are denied must re-petition in a subsequent semester when academic requirements are met.**
- 3.) Students must be in good academic standing in order to graduate. In order to graduate with honors, students must have a 3.50 or higher cumulative grade point average at the end of their last semester. See college catalog for details.
- 4.) Students who petition for graduation will have their files reviewed by the Registrar and the appropriate Dean between weeks three and five of their last semester. Students are notified by mail about their graduation status after the files are reviewed.
- 5.) Students must have curriculum requirements, other than current semester enrollment, **completed by the end of the fifth week of the semester** in order to maintain eligibility for graduation at the end of that semester. Any credit procedure not completed prior to the deadline will require re-petitioning in a subsequent term.
- 6.) At the end of each academic term, all degrees will be mailed to approved candidates four weeks after grades are released following the end of the term. All successful candidates may elect to attend the commencement ceremony, held in May each year. Caps and gowns will be worn for the May ceremony.
- 7.) **THE DEGREE REQUEST FORM IS DUE AT THE END OF THE SECOND WEEK OF THE SEMESTER IN WHICH YOU INTEND TO GRADUATE.**

DEGREE REQUEST FORM

INSTRUCTIONS

Note: If you check more than one box per technology (example: Business Management and Financial Management), only one degree can be certified, one fee charged, and one diploma generated. However, the second major will appear on your official transcript.

ASSOCIATE DEGREES AND DIPLOMAS

Today's Date

(Please PRINT your name exactly as it should appear on your DEGREE or DIPLOMA)

Full Name: _____
First Middle Last

Street Check box if this is a new address City State Zip County

Social Security Number or Student ID # Phone Number Signature

ASSOCIATE DEGREES/DIPLOMA PROGRAMS (Check One)

Liberal Arts, Professional Services (AA/AS/AAS Degrees)

Associate of Arts

- Business Administration
- Communications
- Criminal Justice
- Education
- English
- Liberal Arts
- Psychology
- Social Work

Associate of Science

- Accounting
- Business Administration
- Computer Science
- Forensic Science
- Mathematics
- Mortuary Science
- Pre-Health Professional Focus
- Pre-Professional Studies
- Science/Medical Academy

Associate of Applied Science

- Early Childhood Education
- Human Services

Business, Industry & Technology (AAB/AAS Degrees)

Business Administration

- Business Management
- Marketing

Information Technology

- Cyber Security
- Networking

Criminal Justice

- Criminal Justice
- Law Enforcement

Industrial Technology

- Electrical Maintenance
- Engineering Design
- Manufacturing Technology
- Manufacturing Tech Operations Mgt

Visual Communications

- Visual Comm Graphic Design
- Visual Comm Video Product

Other

- Accounting
- Integrated Engineering Technology
- Mechanical Engineering Technology

Health Sciences (AAS Degrees)

- Bioscience
- Health Services Technology
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Registered Nursing
- Radiological Sciences
- Respiratory Care

Certificate Program

- Practical Nursing

BS Degrees

- Mechanical Engineering Tech

Technical Studies Degree

- Interdisciplinary Studies

(GRADUATION CEREMONY IS AFTER SPRING TERM)

GRADUATION DATE: SPRING SUMMER FALL

I WILL BE ATTENDING THE CEREMONY I WILL NOT BE ATTENDING THE CEREMONY