



# APPLICATION TO GRADUATE

**INSTRUCTIONS:** Complete the section within the first bordered area below, and then carefully follow the instructions on the back of this form. **Important Note:** Students who will have completed 60 credits by the end of this semester must take the Collegiate Assessment of Academic Proficiency (CAAP) when it is scheduled this semester. Students who do not take the CAAP will not be allowed to graduate, nor will transcripts be released. Check with the Student Affairs office for date of CAAP testing.

Please PRINT

Name: \_\_\_\_\_ ID or SSN: \_\_\_\_\_  
(as you wish your name to appear on the diploma)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

I am seeking a: (Check one): \_\_\_\_\_ AA \_\_\_\_\_ AAS  
 \_\_\_\_\_ Certificate

Graduation term is \_\_\_\_\_ 20 \_\_\_\_\_. Major: \_\_\_\_\_  
Fall/Spring/Summer (Be specific about a concentration)

I will walk in the spring commencement ceremony.  I will not walk in the spring commencement ceremony.

\_\_\_\_\_  
Signature of Applicant Date

**Certification by Faculty:**  
 I certify that this student has met or, by the end of the appropriate term, will have met all course and minimum grade requirements for this major.

\_\_\_\_\_  
Signature of Faculty Advisor Date

I certify that I have reviewed this Petition and have cleared any substitutions of courses necessary to complete the coursework for this major. A record of substitutions is attached to this form.

\_\_\_\_\_  
Signature of Vice President of Academic Affairs Date

**Financial Clearances:**

Accounts Receivable Clearance: \_\_\_\_\_  
Signature Date

Graduation Fee: \_\_\_\_\_  
Amount Initials Date Receipt No.

**Certification by the Office of Enrollment Management:**  
 I certify that I have reviewed this Petition at the end of the term and have verified that all requirements, academic and fiscal, have been met for graduation and I have, therefore, caused the appropriate entry to be made to the student's academic record.

\_\_\_\_\_  
Signature of Director of Enrollment Management Date Cum. GPA Honors  CAAP Completed

**Office Use**

\_\_\_ Preliminary Audit \_\_\_ CHE Entry \_\_\_ Program Clearance \_\_\_ EX Entry \_\_\_ Final Audit

Instructions on the back of this form

## **APPLICATION TO GRADUATE**

1. After completing the first blocked-off section on the opposite side, visit the Office of Enrollment Management where you will obtain an unofficial advisement copy of your transcript along with all plans of study, and course substitution forms.
2. Take the transcript, plan of study, course substitution forms, and this form to your assigned faculty advisor.
3. Your advisor will review your transcript against the requirements on the degree plan and, if all course and GPA requirements have been met, will sign-off on the form. If any exceptions or substitutions have been arranged, the approved course substitution form for each course must be attached to this Application.
4. Take the Application and all corresponding documents to Student Affairs. Student Affairs will forward the application and documents to the Vice President of Academic Affairs for approval. The Vice President will review the packet and confirm or deny any exceptions, which have been made by the faculty advisor. The Vice President will initial any changes and sign at the appropriate place to indicate confirmation.
5. Pay the appropriate graduation fee to the cashier. The cashier will verify that you have no outstanding debts to the College and will notify Student Affairs that the graduation fee has been paid. If you are petitioning for your first certificate, there is not a charge for the certificate. However, a graduation fee is assessed for academic regalia if you plan to participate in the graduation ceremony.
6. The form will ultimately be forwarded to the Director of Enrollment Management for action. The Director of Enrollment Management will conduct a final audit of the packet. If any problems are identified, you will be contacted regarding any deficiencies.
7. At the end of the term, the Application will be double-checked for all grades, courses, and GPA requirements. If all requirements are satisfied, a degree (or certificate) will be issued.

Note: Candidates for graduation should petition prior to the deadline as published in the institutional calendar. There is no guarantee that petitions received after this date will be processed for the current semester. If the late petition is accepted, a late fee will apply.