

PETITION TO GRADUATE AUTUMN OR SPRING SEMESTER

Petitions to graduate are due by the day and time in **bold**. Please mark the box for the Semester of Graduation.

- Autumn Semester by **the fourth Friday of the semester before 4:30 p.m.** The ceremony is in December.
- Spring Semester by **the fourth Friday of the semester before 4:30 p.m.** The ceremony is in May.

STEPS FOR COMPLETING THE PETITION TO GRADUATE:

STEP 1: Make an appointment with your advisor to review degree requirements and complete this form.

STEP 2: The Petition to Graduate Form is signed by the advisor and student.

STEP 3: Return the petition to **Student Central, Upper Level, Madison Hall**, by the deadline listed above.

Petition to Graduate Forms will not be accepted after the deadline.

NOTE:

- After petitions have been processed, students will be notified of the status of the graduation petition by mail.
- Students who **do not** meet the degree requirements are notified by mail. The student must submit another Petition to Graduate form, by the deadline, for the new projected semester of graduation.
- The names of students who submit petitions after the 13th week of the semester will not appear in the ceremony program.

A. TO BE COMPLETED BY STUDENT (Please Print): COMPLETION OF ALL FIELDS REQUIRED FOR PROCESSING

NAME (To be printed exactly as you want it on your diploma)		CougarID Number (Required)	Telephone Number
NAME (If different) as it currently appears on Columbus State Community College records		CSCC Student E-mail Address	
ADDRESS	CITY	STATE	ZIP CODE

PROGRAM OF STUDY: (Check only one. If you are receiving more than one degree, complete a separate petition for each degree.)

- Associate of Applied Science: _____
- Associate of Arts Associate of Science Associate of Technical Studies (A.T.S.) _____

CATALOG YEAR (Which Catalog Year is being followed for degree requirements): _____

MILITARY STATUS: Active Veteran Retired

MILITARY BRANCH: _____

LAST RANK ACHIEVED: _____

COMMENCEMENT CEREMONY INFORMATION: Commencement is the ceremony held at the end of each Autumn and Spring Semester celebrating graduation.

- YES**, I intend to participate in the Commencement Ceremony **NO**, I do not intend to participate in the Commencement Ceremony

Only those students who indicate that they will be participating in the ceremony will receive future mailings/information about the ceremony. The names of students who submit petitions after the 13th week of the semester will not appear in the ceremony program.

I understand that I am personally responsible to verify that all transcripts from other colleges are received by the Office of the Registrar and that all applicable credit is posted to my Columbus State Community College transcript well in advance of graduation. I am personally responsible to verify that all PLA (N) Credit, Proficiency (X) Credit and substitutions or exceptions have been processed well in advance of graduation. I have reviewed the graduation requirements with my advisor and understand any outstanding requirements. I understand that I may jeopardize my ability to graduate if I change my schedule. I authorize Columbus State Community College to print my name in the graduation program and make the program available for viewing. I may request a complimentary copy of my official transcript by submitting the completed special request certificate, which is mailed with my diploma, to Student Central, Madison Hall, Upper Level. **I understand that my diploma will be mailed to the address listed above approximately six weeks after the graduation ceremony.** By signing below, I verify that all information on this petition is accurate and that I understand all of the information as stated in the above paragraph.

STUDENT SIGNATURE (Required): _____ **DATE:** ____/____/____

TO BE COMPLETED BY THE ADVISOR (Please Print):

Is there Transfer (K), Non-traditional (N) or Proficiency (X) credit that is not yet posted to the Columbus State Community College transcript? Yes No

Is the student an Honor's Scholar? (This is separate from receiving Latin Honors) Yes No

Current Grade Point Average: (2.000 minimum required for all degrees) : _____

Advisor Comments: _____

ADVISOR SIGNATURE (Required): _____ **DATE:** ____/____/____

FOR OFFICE OF THE REGISTRAR USE ONLY

Date Received: ____/____/____ **Received By (Required):** _____