



This form must be submitted to the Student Affairs Office. Graduation application deadlines can be found on the website. Late applicants are not guaranteed to be processed prior to the end of the term.

Correspondence concerning graduation will primarily be through your college email.

PLEASE PRINT YOUR NAME CLEARLY AND EXACTLY AS YOU WISH IT TO APPEAR ON YOUR AWARD. AWARD (IF COMPLETED) WILL BE MAILED TO THE ADDRESS LISTED IN BANNER; IT IS YOUR RESPONSIBILITY TO KEEP THAT ADDRESS CURRENT WITH STUDENT AFFAIRS.

FIRST NAME	MIDDLE NAME	LAST NAME
OTHER NAME(S) THAT MAY APPEAR ON YOUR RECORD		STUDENT ID# or SSN
PHONE (PRIMARY)		PHONE(ALTERNATE)
STUDENT'S SIGNATURE		DATE

**Award Type: CHOOSE ONLY ONE**  
(If you are requesting MORE THAN ONE award, fill out a SEPARATE petition for EACH.)

**Program of Study (Refer to the CTC Catalog)**

Associate Degree      Diploma      Certificate

You will COMPLETE all requirements in what term:

Please circle one:      SPRING      SUMMER      FALL      of \_\_\_\_\_ (Year)

- PARTICIPATION in the commencement ceremony will be determined by your attendance at one of the 3 commencement meetings that are held each year. Information regarding these mandatory meetings can be found on our website at [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu). It is the student's responsibility to attend and keep up with commencement meeting dates and times.
- Ceremony fees will apply for participation and these fees will be charged after you have attended a commencement meeting.
- Chattahoochee Technical College only holds ONE commencement ceremony per year after the completion of spring term.

\*\*\*  I am interested in participating in the Spring \_\_\_\_\_ commencement ceremony. \*\*\*  
(Check here) (year)

Please NOTE:

- IT CAN TAKE UP TO 4 WEEKS FOR AN OFFICIAL AWARD TO BE NOTED ON YOUR FINAL TRANSCRIPT.
- PARTICIPATION IN THE CEREMONY IS NOT MANDATORY FOR PROGRAM COMPLETION.
- CTC IS AN EEOC COLLEGE.