

Petition for Graduation

Submit to a Student Affairs Office Fax: 404-591-4957

Email: Records@ChattahoocheeTech.edu

Important Graduation Information

- 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.
- It can take up to 4 weeks for an official award to be noted on your final transcript.

Step 1: Student Information

Name used at CTC:					
	First	M.I.		Last	
Exact name as you want is	t printed on your diploma: _				
Student ID# / Social Secu	rity #:				
Phone number (Primary): Phone number (Alternative):					
Award Type (Circle only o	ne): Associate De	egree Di	ploma	Certificate	
Program of Study (Refer to the CTC Catalog):					
You will complete all requi	irements in what term (Circ	le only one): Spring	Summer Fall	of (Year)	
Step 2: Commencement Ceremony					
Chattahoochee Technical College has one commencement ceremony per year after the completion of spring term. Participation in the commencement ceremony will be determined by your attendance at one of the 3 commencement meetings that are held each spring. Information regarding these mandatory meetings can be found on our website at 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. There is a separate fee for your cap/gown purchase.					
Participation in the Ceremony is not mandatory for program completion.					
I am interested in participating in the Spring 2016 commencement ceremony.					
	Signature			Date	
Office Use Only					
Received by:	Date:	Processed by:	D	ate:	