Chattahoochee TECHNICAL COLLEGE

Petition for Graduation
Submit to a Student Affairs Office
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 it printed on your diploma: _____

Student ID# / Social Security #: _____

Phone number (Primary): _____ Phone number (Alternative): _____

Award Type (Circle only one): **Associate Degree** **Diploma** **Certificate**

Program of Study (Refer to the CTC Catalog): _____

You will complete all requirements in what term (Circle 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

Revised 9/11/2014