

## APPLICATION FOR ASSOCIATE DEGREE/CERTIFICATE

**Submit application no later than 30 days prior to your last semester. Applications received after the deadline could delay your diploma from being processed until the following semester.**

- ❖ If you are making course substitutions in your program, all paperwork must be approved and on file in the Records Office.
- ❖ An official notification of approval, conditional approval, or disapproval of your request for graduation will be sent to you at the address listed on the graduation application. **These requirements must be met before diploma will be issued. If you feel there is a discrepancy in the written notice, please contact the Records Office immediately.**
- ❖ Students eligible for academic honors will receive honor cords the night of the graduation ceremony. Honors for Spring graduation are based on Fall Semester's cumulative GPA. Final honors on diploma will be based on final cumulative GPA.
- ❖ If you are a member of Phi Theta Kappa, and would like to have a PTK stole, tassel and/or cord, go to [www.ptk.org](http://www.ptk.org) to order online.
- ❖ All financial obligations to the college must be met before degree will be granted.
- ❖ An announcement of graduation activities will be sent to all prospective graduates one month prior to May's graduation ceremony. This letter will explain preparations for the graduation ceremony. Additional information can be found on the Graduation Commencement page on the college website.
- ❖ Contact Follett bookstore on the Hillsboro campus on or before February 1, to order cap, gown, and tassel.
- ❖ The Graduation ceremony will be held on the last Friday of the Spring term (specific date posted on college website). Fall, Spring, and Summer graduates for the academic year are invited to attend.
- ❖ Diplomas will be mailed 6-8 weeks after the end of the graduating semester.

**KEEP THIS PAGE FOR YOUR INFORMATION**



## APPLICATION FOR ASSOCIATE DEGREE/CERTIFICATE

Submit application **no later than 30 days prior to your last semester of enrollment**. Applications received after the deadline, could delay your diploma from being processed until the following semester.

**I hereby apply to graduate from Southern State Community College during:** (select term in which you plan to complete the degree requirements)

- ☐ Fall Semester  
☐ Spring Semester  
☐ Summer Semester

All graduates petitioning to complete Fall, Spring, or Summer of the academic year are invited to walk in the May ceremony. Petition must be received by March 15 for name to appear in program.

### Degree(s) requested:

- ☐ Associate of Applied Business, Business Management Technology (429)  
(**If applicable**, select area of focus) ☐ Agriculture ☐ Real Estate Broker
- ☐ Associate of Applied Business, Business Management Technology: Accounting Major (429D)
- ☐ Associate of Applied Science, Computer Technology: Computer Technology Major (455B)  
(**must** select **2** areas of focus) ☐ Networking ☐ Programming ☐ Cybersecurity ☐ Robotics
- ☐ Associate of Applied Science, Early Childhood Education Technology (485)
- ☐ Associate of Applied Science, Aviation Maintenance (470G)
- ☐ Associate of Applied Science, Engineering Technology (429)  
(**must** select 1 area of concentration) ☐ Electromechanical ☐ Mechanical
- ☐ Associate of Applied Science, Human and Social Services (435)  
(**must** select 1 area of focus) ☐ Social Work ☐ Chemical Dependency
- ☐ Associate of Applied Science, Nursing Technology (430)
- ☐ Associate of Arts, Arts and Sciences (131AA) (**If applicable**, list area of concentration or Ohio Guaranteed Transfer Pathway below)  
Concentration in: \_\_\_\_\_; or Ohio Guaranteed Transfer Pathway in: \_\_\_\_\_
- ☐ Associate of Science, Arts and Sciences (131AS) (**If applicable**, list area of concentration or Ohio Guaranteed Transfer Pathway below)  
Concentration in: \_\_\_\_\_; or Ohio Guaranteed Transfer Pathway in: \_\_\_\_\_
- ☐ Associate of Technical Studies in \_\_\_\_\_ & \_\_\_\_\_ Technologies (410)  
(list areas of study in approved ATS application document)

### Certificate(s) requested:

- ☐ Accounting Certificate (429G) ☐ Aviation: Powerplant Certificate (470J)
- ☐ Aviation: General and Airframe Certificate (470I) ☐ Practical Nursing Certificate (432)

### Graduate Information:

Legal Name for Diploma: \_\_\_\_\_  
(if nothing is provided on the above line, we will print your name as it is listed in our system)

Student ID# \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Student Signature \_\_\_\_\_