APPLICATION FOR ASSOCIATE DEGREE/CERTIFICATE

Submit application no later than 30 days prior to the first date of your final 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.
- Faculty Advisor **must** approve and sign petition before you submit it to 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, including child care balances, 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.
- Contact Follett bookstore on Hillsboro or Mt Orab campuses 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 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 the first date of your final semester. 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 (If you wish for your name to appear in the Spring ceremony Graduation Program, please submit your petition by March 15.)

Degree(s) requested:

_____ Associate of Applied Business, Business Management Technology (429)
_____ Associate of Applied Business, Business Management Technology: Accounting Major (429D)
_____ Associate of Applied Business, Business Management Technology: Entrepreneurship Major (429E)
_____ Associate of Applied Business, Business Management Technology: Logistics Management (428)
_____ Associate of Applied Business, Business Management Technology: Real Estate Major (429B)
_____ Associate of Applied Business, Office Information Technology (425)
_____ Associate of Applied Science, Agriculture Production Technology (441)
_____ Associate of Applied Science, Agriculture Production Technology: Biotechnology and Laboratory Science (441C)
_____ Associate of Applied Science, Computer Technology: Computer Support Specialist Major (455)
_____ Associate of Applied Science, Computer Technology: Interactive Media & Simulation Major (455A)
_____ Associate of Applied Science, Computer Technology: Computer Information Technology Major (455B)
_____ Associate of Applied Science, Computer Technology: Cyber Security & Forensics Major (455D)
_____ Associate of Applied Science, Criminal Justice Technology (496)
_____ Associate of Applied Science, Criminal Justice Technology: Law Enforcement Major (496A)
_____ Associate of Applied Science, Drafting Design Technology: Computer Assisted Design Major (460C)
_____ Associate of Applied Science, Early Childhood Education Technology (485)
_____ Associate of Applied Science, Electrical/Electronics Technology (470)
_____ Associate of Applied Science, Electrical/Electronics Technology: Aviation Maintenance Major (470G)
_____ Associate of Applied Science, Electrical/Electronics Technology: Electromechanical Engineering Major (470A)
_____ Associate of Applied Science, Electrical/Electronics Technology: Heating, Ventilation & Air Conditioning Technology Major (470H)
_____ Associate of Applied Science, Human and Social Services Technology (435)
_____ Associate of Applied Science, Human and Social Services Technology: Chemical Dependency Major (435A)
_____ Associate of Applied Science, Medical Assisting Technology (492)
_____ Associate of Applied Science, Nursing Technology (430)
_____ Associate of Applied Science, Paraprofessional Education (486)
_____ Associate of Applied Science, Respiratory Care (437)
_____ Associate of Arts, Arts and Sciences (131AA)
_____ Associate of Arts, Arts and Sciences: Concentration in _____________________________________________ (131AS)
_____ Associate of Science, Arts and Sciences: Concentration in _____________________________________________ (131AS)
_____ Associate of Technical Study, ____________________ & _________________________ Technologies (410)

Certificate(s) requested:

_____ Billing and Coding Specialist Certificate (492D)
_____ Horticulture Certificate (441A)
_____ Medical Transcription Certificate (492A)
_____ Office Services Certificate (425C)
_____ Pharmacy Technician Certificate (492C)
_____ Phlebotomy Certificate (492B)
_____ Practical Nursing Certificate (432)

Graduate Information:

Name as You Wish it to Appear on 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 __________________________________________________________________________________________

I hereby ___recommend___ ___do not recommend___ this candidate for graduation. (Circle one)
Signature of Faculty Advisor (required) ______________________________________________________  Date ______________

Revised 11/17