

## 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 \_\_\_\_\_
- Associate of Science, Arts and Sciences (131AS)
- Associate of Science, Arts and Sciences: Concentration in \_\_\_\_\_
- 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 (425A)
- 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 \_\_\_\_\_