Graduation Planning Sheet

Last Name: First Name: S #:

**Graduation Term (check one)**: Fall [ ]  Spring [ ]  Summer [ ]  Year: 20 Catalog Year

***Are all transfer and/or prior learning credits posted to the student’s record?*** Yes [ ]  No [ ]  N/A [ ]

**Check all student is receiving**: Certificate [ ]  Description

Degree: BAS [ ]  AA [ ]  AS [ ]  AGS [ ]  AAS [ ]  Description

**Is student a member of PHI THETA KAPPA?** Yes [ ]  No [ ]  Year Inducted: Member ID/School:

Applications must be received by the Records Department by the deadline date for the requested graduation semester. **Late application will be automatically processed for the next semester.**

| **Graduation Semester** | **Application Due Date** |
| --- | --- |
| Summer 2018 | June 8, 2018 |
| Fall 2018 | September 14, 2018 |
| Spring 2019 | February 8, 2019 |

**Please PRINT the student’s legal name as it should appear on the diploma.**

First Name: Middle Name: Last Name:

Address where student’s diploma should be mailed: Check here if this is an address change for all student’s records [ ]

Street Address: City: State: Zip

Identify courses in progress. Courses identified should only relate to completion of degree

Course Number: Course Title: Term: Grade:
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* Graduation is dependent upon satisfying all academic requirements as stated in the PCC Catalog.
* All PCC financial obligations must be met before Diploma or Transcripts are issued.
* Students with loans MUST complete exit loan counseling with the Financial Aid Office. (Student Initials)

**Dean’s signature indicates ALL substitutions, waivers, and modifications are approved.**

Student Signature: Date:

Advisor Signature: Date:

Department Chair Signature: Date:

Dean Signature: Date:

**ADMISSIONS & RECORDS – FOR OFFICIAL USE ONLY**

[ ] SCANNED [ ] SHADEGR [ ] PRE-CLEAR [ ]  DEGREE CHECK

[ ] SPAIDEN [ ] SHADIPL FALL GPA HONORS Degree Awarded:

[ ] SFAREGS CAMPUS FINAL GPA HONORS Discrepancies: