

Graduation Application/Change Form



COMMUNITY AND
TECHNICAL COLLEGE

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Martinsburg, WV 25403
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FAX: 304-260-4376
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This application alerts the institution of your upcoming graduation.
Before completing this form, check DegreeWorks with your advisor.

Full Name: _____
SID: _____

Initial Application

Information Change

Degree Type:

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)

I will not be graduating with this degree
for the major listed to the left.

I need to change my catalog term for
graduation.

Major:

I need to change the date of graduation
for my degree.

Concentration:

Catalog Year:

Please indicate the semester and year of graduation for the major listed above.

August
December
May Year

Do you plan to attend the commencement ceremony held each May (for August, December, and May graduates)?

This decision is final - students will receive detailed information about the commencement ceremony in March or April.

YES NO

After graduation I intend to use:

Email: _____

Phone Number: _____

Address: _____

I understand that the final responsibility for meeting all graduation requirements rests with the student.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Have all transcripts been entered?
Substitution forms completed?
Special Examination Credits posted?
EDGE Credits posted?