

# APPLICATION FOR GRADUATION

OFFICE OF ADMISSIONS AND RECORDS • P.O. Box 2216 • Decatur, AL 35609

**For priority review, submit Application to Graduate by the following dates:**

**Fall: June 1    Spring: October 1    Summer: April 1**

- Complete one application per degree for which you are applying.
- Apply one term prior to completion.
- Graduation audit information will be sent to you via email.
- There is no cost to have your degree posted on your academic transcript.
- If graduation requirements are NOT met within two terms, you must submit a new application for graduation.
- Please PRINT CLEARLY and return to the Admissions Office at the above address.

Student C # or SSN: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street/Route/Box City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*I understand that my student record will be updated to reflect this current contact information*

Major/Academic Program: \_\_\_\_\_ Concentration/Option (if applicable): \_\_\_\_\_

I'm applying for: ☐ Associate in Science ☐ Associate in Applied Science ☐ Short Certificate ☐ Certificate

Catalog Year: \_\_\_\_\_ Planned Term of Completion: \_\_\_\_\_

*\*You must apply to graduate under the current catalog or a catalog under which you were enrolled during the last 5 academic years.*

Do you wish to have a diploma mailed to the address above? ☐ Yes ☐ No

EXACT name to appear on diploma : \_\_\_\_\_  
(please print or type)

**STUDENT SIGNATURE**

**DATE**

## ADMISSIONS OFFICE USE ONLY

**Remaining Requirements:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Program Code:** \_\_\_\_\_ **Final GPA:** \_\_\_\_\_ **Holds:** \_\_\_\_\_

**Audited By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Audit Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requirements have been met:** \_\_\_\_ Yes \_\_\_\_ No **Graduation Date:** \_\_\_\_\_

**Honors:** C M S WD **Degree Posted:** \_\_\_\_\_

**Final Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Registrar

**Comments:** \_\_\_\_\_

An official graduation audit email which informs you of outstanding classes required for degree completion will be sent upon review of your academic record.

Congratulations on your progress towards degree completion at Calhoun Community College!

Sincerely,  
The Office of Admissions & Records

A copy of this information and your submitted information has been sent to the email you supplied.