



Application for Graduation

\$25 Graduation Application Fee (Non-refundable)

See the back of this form for Application for Graduation Instructions. PLEASE PRINT NEATLY in blue or black ink.

STUDENT INFORMATION:

GPC-ID _____ Receipt # _____

Name _____

Last First Middle

The name appearing on your diploma will be the same as the information currently on record with GPC.

Address _____

City _____ State _____ Zip _____

Phone Number (8 am - 5 pm) (_____) _____ GPC Email _____
(Graduation evaluation will be sent to this address)

Campus currently attending: Alpharetta Site Clarkston Decatur Dunwoody Newton Online only

Have you previously applied for graduation? Yes No If Yes, when and what campus _____

Did you sign a TAG agreement? Yes No Member of Phi Theta Kappa at Georgia Perimeter College? Yes No

Term/Year you expect to complete requirements for graduation?

Fall (December) Spring (May) Summer (August) Year: 20_____

PROGRAM INFORMATION:

Degree Type: Associate of Arts Associate of Science Associate of Applied Science Certificate

Program of Study (major) at Georgia Perimeter College _____

STUDENT AUTHORIZATION:

Students completing graduation requirements are invited to participate in the Georgia Perimeter College Commencement. Those completing requirements in the Spring will participate in the May ceremony. Those completing requirements in Summer and Fall will participate in the December ceremony. There is a fee for students to purchase a cap and gown.

I understand:

- That I must be in a degree seeking status at Georgia Perimeter College. Joint Enrollment, Transient and Special students are non-degree seeking.
- That I must complete a minimum of 18 semester hours at Georgia Perimeter College from areas A-F from my Program Advisement Form.
- That if I do not meet requirements for graduation by the semester indicated above, I have two succeeding semesters to complete requirements.
- That credits earned at another institution are not calculated in my GPA or honors at Georgia Perimeter College.
- That an official transcript including any credit from another institution to be used for graduation purposes must be submitted to the Admissions and Records Office at least sixty (60) days prior to my graduation date, if it has not already been submitted.
- That a 2.0 grade point average is required for all courses submitted for graduation. Students on academic probation or exclusion cannot graduate.
- That to earn a second degree I must complete program requirements for that major and complete 18 additional hours from areas B-F.
- That I must settle all financial obligations to Georgia Perimeter College or clear any student record holds before a degree, diploma or certificate will be issued.

Signature _____ Date _____

Georgia Perimeter College
APPLICATION FOR GRADUATION

Application Due Dates:	Fall	July 1
	Spring	November 1
	Summer	March 1

Please follow these instructions carefully:

1. Complete and sign the Application for Graduation in blue or black pen. The graduation application is valid for 3 consecutive semesters beginning with the term indicated. If you have not graduated after these 3 semesters you must reapply and pay a new application fee.
2. Pay the \$25.00 non-refundable processing fee at the Student Financial Services office. Students mailing in a graduation application should include a check/money order. If payment needs to be made online the student must contact a campus Student Financial Services office to prior to mailing in the graduation application.
3. Students who change their major after submitting a graduation application must submit a separate graduation application and application fee for the new major.
4. Students seeking a second degree must complete an additional 18 hours from areas B-F required by the new program of study. Students applying for a second degree should discuss and review their graduation plans with an Academic Advisor prior to submitting the Application for Graduation. A separate application and application fee is required for each degree. Students receiving Financial Aid should speak with a Financial Aid Counselor regarding financial aid implications when seeking a second degree. The email address for Financial Aid is www.gpc.edu/FinancialAid.
5. Obtain a Program Advisement Form for the desired major from the GPC website, <http://www.gpc.edu/~acadaff/> or from the campus Advising and Counseling Services office.
6. Print an unofficial transcript available through the Student Information System (SIS) from the GPC homepage at www.gpc.edu and enter the most recent grade for the appropriate course listed on the Program Advisement Form.
7. By each of the remaining uncompleted courses on the Program Advisement Form, indicate the anticipated semester and year that the courses will be completed.
8. Students applying for graduation should discuss and review their graduation plans with an Academic Advisor prior to submitting the Application for Graduation. A completed Application for Graduation and Program Advisement Form are to be submitted to Enrollment and Registration Services by the due date.
9. Transfer students must earn a minimum of 18 semester hours at Georgia Perimeter College from areas A-F of the Program Advisement Form.
10. If you have signed a TAG agreement please attach a copy of your agreement with your graduation application and completed Program Advisement Form.
11. The results of the official graduation evaluation will be sent to your Georgia Perimeter College email address.
12. GPC Online (distance learning only students) should complete their Application for Graduation and Program Advisement Form and mail to any campus Enrollment and Registration Services office with attached check or money order.
13. Incomplete graduation applications or unpaid graduation application fees will delay processing.