Application for Graduation

620 N. Emerald Road • P. O. Box 1467 • Greenwood, SC 29648-1467
Telephone (864) 941-8324 • FAX (864) 941-8566

I. Student Section:

Legal Name _____ PTC ID _____
First Middle Last

Mailing Address _____

City _____ State _____ Zip _____ Phone Number (_____)_____

I am applying for the following *(print name of program as it appears in College Catalog)**:***

Certificate _____

Diploma _____

Associate Degree _____

Do you plan to participate in the graduation ceremony? YES ☐ NO ☐

I understand that my degree/diploma/certificate will not be awarded unless and until I complete all the required courses successfully and achieve a cumulative program GPA of 2.0 or better. I further understand that all financial obligations must be met before my degree/diploma/ degree will be released to me. PTC is required to meet federal and state reporting mandates regarding graduate employment and transfer information to be made available in summary form to prospective students. . I authorize the college to release my name and social security number to the Dept. of Employment & Workforce to obtain my employment status.

_____ _____ _____
Student Signature Date Expected Term of Graduation

Check here if you **DO NOT** wish to have your name printed as a graduate in any college or outside publication? ☐

II. Academic Advisor Section:

Missing Courses or Problems _____

Substitutions should be submitted in DegreeWorks. For assistance with petitions, please contact your Dept. Head.

Please indicate the catalog year under which this student will graduate (if different from DegreeWorks): _____

After having completed a degree evaluation on the student listed above, I certify that the student has met all program requirements for graduation, provided current courses are successfully completed and a 2.0 program GPA is maintained.

_____ _____
Advisor's Signature Date

III. Registrar Section:

Last Semester _____ GPA (Program #1) _____ (Program #2)_____ (Program #3)_____

Missing Courses/Documentation _____

Student/Advisor Contacted On (date): _____ by Letter ☐ E-mail ☐ Phone ☐

Graduation approved pending current semester _____

Final Graduation approved _____