# LATE
# PETITION FOR GRADUATION

**ZANE STATE COLLEGE**
**ZSC**

## INSTRUCTIONS FOR STUDENT

➢ The student must make an appointment with the program's advisor to review degree requirements.

➢ The Late Petition for Graduation form must be signed by the program advisor and student.

➢ The student must return the completed form to the Registrar's Office in College Hall, Room 119.

➢ Any Graduation Fee must be paid immediately at the Business Office. If student loans were used, the student needs to meet with Financial Aid to complete Loan Exit Counseling.

**Term that degree requirements were completed:** Semester: _____ Year: _____

## TO BE COMPLETED BY STUDENT (Please Print)

_____  _____  _____

Name **(To be printed exactly as you want it on your diploma)**          Student ID Number          Telephone Number

_____  _____  _____  _____

Address                                                City                          State          ZIP Code

## SELECT DEGREE OR CERTIFICATE

You will need to submit a petition for each degree or one-year certificate you are requesting. Please note that all petitions for graduation will be evaluated according to the Catalog in Force policy.

If you are requesting a **catalog year change** after consultation with your advisor, please indicate here: **UG** _____

☐ Associate of Applied Business   _____
                                  Program title (see list of program titles in the catalog)

☐ Associate of Applied Science    _____
                                  Program title (see list of program titles in the catalog)

☐ Associate of Arts

☐ Associate of Science            _____
                                  Concentration (if applicable; see list of concentrations in the catalog)

☐ Associate of Technical Studies  _____
                                  Program title

☐ Certificate in Applied Business _____
                                  Certificate title (see list of certificate titles in the catalog)

☐ Certificate in Applied Science  _____
                                  Certificate title (see list of certificate titles in the catalog)

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## COMMENCEMENT CEREMONY

Commencement is held once per year in May for academic year graduate candidates (the previous Fall semester, the current Spring semester, and the upcoming Summer term).  Students petitioning late may not be eligible to participate in the commencement ceremony.

> ➤ Do you plan to participate in the May commencement ceremony?        Yes        No

> ➤ Are you a member of Phi Theta Kappa?        Yes        No

Information about the commencement ceremony will be available at www.zanestate.edu/grad in April. Other important graduation information is also available on My ZSC under the Student Resources tab/Registrar's Office.

## READ AND SIGN

I have reviewed graduation requirements with my advisor and understand any outstanding requirements. I understand that I may jeopardize my ability to graduate if I change my schedule.

I understand that I am personally responsible to verify that all transcripts from other colleges are received by the Registrar's Office and that all applicable credit is posted to my Zane State College transcript well in advance of graduation. Also, I am responsible for verifying on my degree audit that all alternative credit and substitutions have been processed.

I understand that if I have received financial aid loans during my time at Zane State College that I must complete a loan exit counseling session with the Office of Student Financial Aid during my last term of enrollment.

I agree to pay any graduation fee that may be due at the Business Office upon submission of this form.

I give consent to Zane State College to print my name in the graduation program (if eligible) and make any graduation list available for public viewing. I understand that my diploma will be mailed approximately eight weeks after graduation and upon meeting all financial and other obligations to Zane State College.

By signing below, I verify that the information submitted on this petition is accurate and verify my understanding of the information provided above.


**STUDENT SIGNATURE (Required)**: _____        **Date:** _____

## PROGRAM ADVISOR SIGNATURE

I have reviewed the student's degree audit for the program or certificate listed on this petition and assert that the student's progress is in line with meeting overall requirements to graduate for the term listed. I understand that final verification of degree or certificate completion is determined by the registrar.


**ADVISOR SIGNATURE (Required)**: _____        **Date:** _____

## OFFICE USE ONLY

☐ Hold?   Yes / No   Type: _____          ☐ Address verified

☐ Date notified of hold: _____          ☐ Planned graduation date changed/verified

☐ Name verified          ☐ Graduation fee applied Date: _____


Reviewed by: _____