



# Mount Wachusett Community College

444 Green Street, Gardner, MA 01440-1000  
Office of Records

(978) 630-9270  
FAX: (978) 630-9554

## PETITION TO GRADUATE

ID: \_\_\_\_\_

Current Legal Name: \_\_\_\_\_  
FIRST NAME MIDDLE NAME OR INITIAL LAST NAME

Students may declare a preferred first name to be printed on the diploma. Students may also decide whether to have their **full legal middle name, middle initial only or omit middle name/initial completely.**

Your **legal last name** will be printed on your diploma as it appears in our database. It is your responsibility to check your iConnect account to make sure your **legal last name and legal middle name** is accurate. If you have a **legal name** change, please request a name change form and provide official documentation to the records office.

Diploma First Name: \_\_\_\_\_

Legal Middle Name:  Include full middle name  Middle Initial Only  Omit

*Preferred first name can be used for your diploma ONLY. To declare a preferred first name to be used at the college, go to/link <https://signnow.com/s/7Amtxe6D> complete and return to the records office*

**All Graduation information and eligibility to graduate will be sent to your MWCC email address**

This application is necessary so that the College can review your academic history, verify that all curriculum requirements have been met, and to certify your eligibility for graduation. Please list **ALL** degree and certificate programs you wish to be reviewed.

**It is in your best interest to see an advisor to confirm that you have taken the all the required courses to receive your certificate or diploma prior to completing this form.**

Expected Graduation Date: \_\_\_\_\_ May \_\_\_\_\_ August\*\* \_\_\_\_\_ Winter\*\*\*  
(See reverse for diploma order processing information)

Curriculum(s) in which you intend to graduate:

	Degree	Certificate
	(check appropriate column)	
_____	_____	_____
_____	_____	_____

Do you have transfer credit from another college? \_\_\_\_\_ Yes \_\_\_\_\_ No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to the Records Office**

**\*\*August graduates** will be allowed to participate in the May graduation exercises. . If you have classes to take to complete your degree in the summer, **your** graduation date will be August . **By participating in the May graduation ceremony does not mean that you have graduated.**. Students, who petitioned for May and were determined ineligible, and have registered for those classes in the summer sessions at Mount Wachusett Community College, will be reevaluated for August graduation. All others should complete a new petition to graduate form. If you are petitioning for August graduation, please indicate the course(s) you will be completing in the summer:

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**\*\*\*Winter graduates** will be invited to participate in the graduation exercises in May.

v: 6.21.13

### **Commencement Program:**

Students filing a petition after April 15<sup>th</sup> will not have their names listed in the Commencement Program. Students who have marked their files confidential will not have their name appear on the graduation program nor submitted to local newspapers. Contact the records office for information on removal of a confidentially hold.

### **Diploma Order Processing:**

There is NO fee to petition to graduate.

There is a \$25.00 fee to replace a diploma that is 5 or more years old.

Diplomas are ordered from an outside company. The processing time is usually 6-8 weeks.

### **May Graduation:**

Priority Filing dates                      Prior to March 1st

### **August Graduation:**

Priority Filing dates                      Prior to March 1<sup>st</sup>

### **Winter Graduation:**

Priority Filing dates                      Prior to November 1