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 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:

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<th>Degree</th>
<th>Certificate</th>
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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:

___________________________    ___________________________
___ ______________________________

***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 15th 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 1st

**Winter Graduation:**

Priority Filing dates Prior to November 1

v: 6.21.13

10.16.2017