

Please fill this form out two terms in advance of your final term to assure timely evaluation.

No diplomas or certificates will be awarded until all college accounts are paid in full.

The name printed on your diploma will be generated from our computer system. It is your responsibility to make sure we have your name correct.

**Student Records Use Only:**

Entered in computer: \_\_\_\_\_  
 Diploma ordered: \_\_\_\_\_  
 Degree conferred: \_\_\_\_\_  
 Diploma mailed: \_\_\_\_\_  
 Program: \_\_\_\_\_ Card: \_\_\_\_\_  
 Attended Graduation

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Student ID# \_\_\_\_\_

*The address on record for you with the TVCC Student Service Center will be used as the mailing address for your diploma. It is your responsibility to make sure we have your correct address.  
 To update your address go to mytvcc.cc and sign into your account.*

I am petitioning for the following degree: (one request per petition)

Associate of Science Major code: \_\_\_\_\_ Major Title: \_\_\_\_\_

Expected year and term of completion: Year \_\_\_\_\_ Term \_\_\_\_\_

I plan to graduate under the following TVCC Catalog:  Current  Other \_\_\_\_\_

I plan to participate in the June graduation ceremony:  Yes  No

I am a paid member of Phi Theta Kappa National Honor Society:  Yes  No  
 (A copy of your membership card **must** be attached)

**Prior term classes:**

**Final term classes:**

Year	Term	Class	Credits
Term Total:			

Year	Term	Class	Credits
Term Total:			

Adjustments to courses after the evaluation of this petition could negatively effect the completion of your degree. Please check with our evaluator before making any changes.

List the institutions that have credits applicable to your program. It is **your** responsibility to have all Official Transcripts on file in Student Records **before** you petition.

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**Evaluator Use Only:**

This student has completed all degree requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please allow three (3) months to receive your diploma as diplomas will be ordered after degree is conferred.

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

