

School of Graduate Studies



APPLICATION TO REQUEST GRADUATION

After obtaining the required signatures, please return this form to the Graduate School office (#378) by the deadlines listed below. Failure to submit this form may delay conferral of degree until the following term. Applicable fees are listed in the SGS Academic Catalog. Degrees are conferred three times a year. The commencement ceremony is held in May.

December degree conferral: September 28, 2015

May degree conferral: February 22, 2016

August degree conferral: July 1, 2016

Name: _____

Date: _____

CHC Student ID #: _____

Cell Phone Number: _____

Preferred E-mail Address: _____

Program of Study (concentration or specialization CCP only):

Which term will you complete all degree requirements?

_____ Fall 2015

_____ Spring 2016

_____ Summer 2016

What name do you want to appear on your diploma (print clearly)?

Please list your undergraduate degree and institution, as well as, any other degrees you would like listed in the Commencement Program:

Will you participate in Commencement exercises on May 14, 2016? ____ Yes ____ No

For students completing degree requirements in August or December, please indicate diploma handling:

____ Mail diploma to this address: _____

____ Hold diploma for pick up in the Graduate School front office.

Student Signature

Date

Advisor Signature

Date

Department Chair/Coordinator Signature

Date

Return to: Graduate School, St. Joseph Hall, 3rd Floor, Room 378 or Fax to 215.248.7161 or E-Mail to gradschool@chc.edu

DIPLOMAS ARE NOT RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE PAID IN FULL.

9601 Germantown Avenue
Philadelphia, PA 19118

Phone: 215.248.7170
Fax: 215.248.7161

E-Mail: gradschool@chc.edu
Website: www.chc.edu

2015-2016