

APPLICATION FOR GRADUATION

The University of Tennessee at Chattanooga
Records Office, Dept. 5155
109 Race Hall
615 McCallie Avenue
Chattanooga, TN 37403

The name **to be inscribed on your diploma is your legal name at the time of graduation and** also how your name will appear in the Commencement program. Your name will not appear in the Commencement program if you have instructed the University to **not** release your directory information.

I. PRINT FULL LEGAL NAME LEGIBLY: UTCID: _____

_____ FIRST MIDDLE LAST SUFFIX

- Graduation Status Reports and updates will only be sent to a valid UTC E-Mail Address
- Students will only receive ONE diploma per degree awarded (not per major)
- Diplomas are only issued in the legal name at the time of graduation

II. DEGREE: (Complete two forms if two **different** degrees are being earned)

- | | |
|--|--|
| _____ Bachelor of Arts (BA) | _____ Master of Business Administration (MBA) |
| _____ Bachelor of Fine Arts (BFA) | _____ Master of Education (MEd) |
| _____ Bachelor of Music (BM) | _____ Master of Music (MM) |
| _____ Bachelor of Science (BS) | _____ Master of Public Administration (MPA) |
| _____ Bachelor of Science in Engineering (BSE) | _____ Master of Science (MS) |
| _____ Bachelor of Science in Electrical Engineering (BSEE) | _____ Master of Science in Criminal Justice (MSCJ) |
| _____ Bachelor of Science in Mechanical Engineering (BSME) | _____ Master of Science in Nursing (MSN) |
| _____ Bachelor of Science in Nursing (BSN) | _____ Specialist in Education (EdS)) |
| _____ Bachelor of Social Work (BSW) | _____ Doctor of Physical Therapy (DPT)) |
| _____ Master of Accountancy (MAcc) | _____ Doctor of Philosophy (PhD) |
| _____ Master of Arts (MA) | _____ Doctor of Education (EdD) |
| | _____ Certificate Program* |

*Certificate will be mailed from The Graduate School

III. MAJOR: USE COMPLETE TITLE: (example: Business Administration: Accounting)

MAJOR 1: _____

MAJOR 2: _____

MINOR 1: _____

MINOR 2: _____

CERTIFICATE PROGRAM TITLE: _____

IV. SEMESTER/YEAR IN WHICH YOU PLAN TO GRADUATE:

FALL: DECEMBER 20_____
Due Date: June 15

SPRING: MAY 20_____
Due Date: October 15

SUMMER: AUGUST 20_____
Due Date: March 15

V. Your diploma will be mailed upon completion of the Diploma Mailing card on the Commencement link of the Records Office web site at www.utc.edu/records-registration. The diploma mailing card should be completed after Commencement and include the mailing address where you will be located eight weeks after graduation.

VI. SUBMIT COMPLETED FORM TO: The University of Tennessee at Chattanooga
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109 Race Hall
615 McCallie Avenue
Chattanooga, TN 37403