Graduation Requirements FAQ
Effective 12/01/20

For Internal Use Only

**Purpose:** The following document provides answers to student questions about the Petition to Graduate form and graduation fees. Please contact a Student Records Coordinator at student.records@uagc.edu or email graduation.information@uagc.edu if you have further questions.

**PETITION TO GRADUATE (PTG) FAQ**

1. **When can I submit my PTG?**
   
The Petition to Graduate form should be submitted as soon as possible once you are placed in a Pending Grad school status. Your Student Advisor (SA) will notify you when you qualify to submit your petition.

2. **Where can I find the PTG?**
   
The PTG can be found in your Student Portal.
   
   * Student Portal: Sign-in ➔ My Forms ➔ Registrar Office Forms ➔ Petition to Graduate.

3. **How long does it take to process my PTG?**
   
The PTG is processed within 5-7 business days once it is received. When your PTG has been received and processed, you will receive a notification email. If you do not receive this email within 5-7 business days of your submission, please contact graduation.information@uagc.edu for a status update.
   
   Continue as needed...

4. **What name did I put on my PTG to be printed on my diploma and in the commencement program?**
   
   Please send an email to graduation.information@uagc.edu with your name, student ID, and your question so the Graduation Coordinator can assist you.

5. **How do I update the name I requested to be printed on my diploma and in the commencement program?**
   
   Send an email to graduation.information@uagc.edu to request the changes. Be sure to include your Student ID in your email. Requests for name changes on the diploma should be submitted after the Petition to Graduate form is processed.

**GRADUATION FEE FAQ**

6. **What is the Graduation Fee and what does it cover?**
   
The Graduation Fee is a program requirement for all students and covers the cost of:
   
   * The processing of your official transcripts; and
   * The processing, printing, packaging, and shipping of your diploma; and
   * The final audit of your degree.
7. **When can I pay the Graduation Fee?**

   Upon the processing of your Petition to Graduate, your account will be charged a Graduation Fee. At that time, you can pay the fee in your Student Portal or you may contact the Financial Services Department to make payment arrangements. Federal student aid including loans and grants, cannot be directly applied to this fee. Students using Financial Aid must submit a payment for the Graduation Fee, even if there are excess Financial Aid funds available on the student account.

8. **If I am not attending the commencement ceremony, do I have to pay the Graduation Fee?**

   Yes, the Graduation Fee does not correspond to the commencement ceremonies. The fee is a program requirement for all students and covers the cost of the printing and shipping of your official transcripts, the processing, printing and shipping of your diploma, and the final audit of your degree.

9. **When will I see the Graduation Fee on my ledger card?**

   The Graduation Fee is applied to your ledger card within 24 hours of the processing of your Petition to Graduate Form. Please wait to pay the fee until the charge has been placed on your account.

10. **My Graduation Fee charge and/or payment is on the wrong ledger card; how do I get this updated to reflect on my current ledger card?**

    If this error happens, our Graduation Coordinator will work with our Accounts Payable department to ensure that it is corrected. Please send an email to graduation.information@uagc.edu with your name, student ID, and a brief explanation of the situation so the Graduation Coordinator can assist you.