



Southern States University

www.ssu.edu info@ssu.edu

(800) 804-8586

Petition to Graduate

Congratulations Graduate-to-be!

Application and Degree Verification: Graduation from Southern States University does not occur automatically. To graduate from SSU, you must meet all academic requirements, satisfy all financial obligations and **complete this form**. This form may be submitted after all coursework has been completed; please allow 30 days from the time you submit this petition to audit your degree and obtain your diploma.

Student Information (this is the name that will be printed on your Diploma):

Name: _____
Last First Middle

Mailing Address: _____
Street

City State/Country Zip Code

Telephone: _____

Email: _____

Student Signature: _____ Date: _____

Official Transcript: There is no charge for your first Official Transcript after your graduation is confirmed. You may obtain this complementary Official Transcript with your diploma, or you may request it later. If you think you will need it for further education, it may be better to wait, as schools often require that it be sent directly from the previous school. There is a \$25 charge for each subsequent Official Transcript.

Please sign here if you would like an Official Transcript with your diploma.

Student Signature: _____ Date: _____

SSU Placement Survey

To maintain accreditation, SSU is required to report placement information for its graduates. If you have already provided SSU with your placement information, and it has not changed since that time, you do not need to complete this page. Please indicate if that is the case.

I have already provided SSU with my current placement information: _____

If you did not check the box above, please answer the following questions.

1. Student name:

2. Are you currently employed? Yes___ No___

3. Who is your employer?

4. What was your hire date? _____

5. Are you employed in a position that requires an MBA degree? Yes_____ No_____

6. If you answered no, are you employed in a field related to you MBA studies?

Yes___ No _____

7. If you answered no to questions 5 & 6, are you employed in another field?

Yes___ No_____

8. Please describe your job title and responsibilities: _____

9. What is your estimated annual salary in U.S. dollars?

FOR OFFICE USE ONLY

Paid in Full, including Graduation Fee:

Bursar: _____ Initials: _____ Date: _____

Student File is Complete:

Registrar: _____ Initials: _____ Date: _____

Program Completed:

- BBA – Bachelor of Business Administration
- MBA – Master of Business Administration
- TESOL-PC – 150 Hour TESOL Professional Certificate Program

Quarter Studies Completed:

- Winter: _____ Year Spring: _____ Year
- Summer: _____ Year Fall: _____ Year

Approval:

Designated School Official:

Name	Signature	Date

Dean of Students:

Name	Signature	Date

Chief Academic Officer:

Name	Signature	Date

Chancellor:

Name	Signature	Date

How diploma was released: _____

Authorization: _____

Name	Signature