Middle Georgia State University
OFFICE OF THE REGISTRAR

Request to Change Graduation Term

(Must be initiated by the student)

This form is to be used by students who have missed the deadline or have previously submitted an Application for Degree/Certificate but wish to change their graduation term.

Please complete this form in its entirety. Completion of this form does not guarantee participation in the Commencement Ceremony. Your record will be reviewed and degree awarded with appropriate completion date.

Student Name_____ MGA ID _____

Phone Number_____ E-mail_____

Provide an explanation for the change and/or missed application deadline:_____

_____

Anticipated Graduation Term:

This is the term in which Major/Minor/Certificate requirements are completed.

Term *(check one)* ☐ Year: ☐

Will you be attending the graduation ceremony? ☐ Yes ☐ No

Diploma Name

PRINT legal name exactly as it should appear on your diploma.

Note: *This name must be the same as what is in our records. If you have legally changed your name, you must submit a Name Change form along with documentation to the Office of the Registrar before the end of your final term.*

_____ _____ _____

First Name Middle Name Last Name

Select all that apply:

Degree Objective ☐ CERT ☐ AAS ☐ AS ☐ AA ☐ BAS ☐ BS ☐ BA ☐ Master's **Major**_____

All Majors, Concentrations, Minors and Certificates must be declared before submitting this request.

Major/Program_____

Minor/Concentration _____

Certificate_____

Second Major_____

Second Minor/Concentration _____

Note: *Check MyDegree to verify that your major(s), concentration(s) or minor(s) are displayed correctly. If you do not see your major, concentration or minor listed, you will need to submit a Change of Major/Minor form to the Office of the Registrar.*

Student's Signature_____ Date _____

Administrative Use Only-Office of the Registrar

PLEASE SEND COMPLETED APPLICATION TO THE OFFICE OF THE REGISTRAR FOR PROCESSING

Email to: registrar@mga.edu

Current Term Term Activated Date Processed Processed by

Version 03/04/2025