In Absentia Request

Georgia Gwinnett COLLEGE

All students are required to participate in the Commencement ceremony. Students who cannot attend for some reason known in advance of the ceremony must request to be excused by completing this form and submitting it to the Registrar's Office in Building D or scanning and emailing it to graduation@ggc.edu.

Student Name

Student ID#

Telephone #

Email Address

I request to be absent from the graduation ceremony for the following reason:

Check one:

MAIL:
Note: Please be aware that your diploma will be mailed with a "Certified Mail Receipt" and a signature required "Return Receipt". This will require someone to be available at the address given below to sign for the delivery. If no one is available to sign for the delivery, it is customary for the postal service to leave you a notice for pickup at your main post office.

To have your diploma mailed, please go to the GGC website and access self-service Banner as listed below to enter your diploma mailing address.

www.ggc.edu ➡ Student ➡ Banner ➡ Personal Information ➡ Update Address and Phones ➡ type of Address to Insert (Diploma Mailing) and Submit.

Your "Diploma Mailing" address must be completed otherwise; your diploma will be prepared for pick up.

PICK-UP:
Note: If you desire to have a family member or an alternate person pick up your diploma, please send a written authorization request from your student email account with your name and student number to graduation@ggc.edu listing the person that you authorize GGC to release the diploma to on your behalf. Please remind your authorized person to have picture ID available upon pick up.

Student Signature

Date

Revised 10/06/2015