



ALAMO  
COLLEGES

PALO ALTO COLLEGE

DATE

First Name Last Name

Address

City, State Zip

Banner ID#:

Semester:

Degree:

Concentration:

Dear First Name,

Congratulations! Our records indicate that you are eligible for an Associate's degree/Certificate from Palo Alto College.

As a former/current Alamo Colleges – Palo Alto College student, we want to congratulate you on this achievement. As a reminder, a graduate with an Associate's Degree can expect to earn 1.2 million dollars over his/her lifetime. In addition, individuals with higher levels of education are more likely to be very satisfied with their jobs. By earning your Associate's Degree, you have fulfilled the General Education Core which is required at all public institutions within the State of Texas.

We are very proud of you and your accomplishment. Once your degree has been awarded, a diploma will be mailed to the address above.

Please contact us by two weeks from date of letter if you do not wish to accept this degree. If we do not hear from you by two weeks from date of letter, then we will award you the degree. This process is in accordance with Alamo Colleges Board Policy F.6.4. Automatic Awarding of Credentials.

If you have questions regarding the awarding of your degree, please free to contact me at phone number or via email at xxxxxxx@alamo.edu.

Sincerely,

Name

Director of Advising

Email

Phone

Alamo.edu/pac/graduation