**Steps to apply for graduation:**
1. Review program requirements with your Department Chair (AAS or Cert Programs) or with an Advisor (A.A., A.S. or A.A.T. programs) to ensure that all requirements for graduation are met or are in progress in the current semester. **A signature is required from Department Chair or Advisor.**
2. Submit the application and the program evaluation to the Admissions Office by the published semester deadline date.
3. I have read and understand the above requirements.

Applicant’s Signature __________________________ Date ______________

Print name as it should appear on degree or certificate:

______/_______/_______

Mark one: _______ I will    _______ I will not participate in the semester commencement ceremony

<table>
<thead>
<tr>
<th>Graduation Date:</th>
<th>Diploma Requested</th>
<th>Dept. Chair or Counselor/Advisor Signature</th>
<th>ADM / REGISTRAR OFFICE ONLY</th>
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<tbody>
<tr>
<td>May _____ Year</td>
<td></td>
<td></td>
<td>Appl taken by:</td>
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<tr>
<td>August _____ Year</td>
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<td></td>
<td>GPA Chk:</td>
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<tr>
<td>December _____ Year</td>
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<td>Restrictions Chk:</td>
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Check all that apply & write major name as listed on Program Evaluation(s) in appropriate space provided below:

- [ ] Associate of Arts Degree in: Y N
- [ ] Associate of Science Degree in: Y N
- [ ] Associate of Arts-Teaching Degree in: Y N
- [ ] Associate of Applied Science in: Y N
- [ ] Certificate in: Y N
- [ ] Additional Degree or Certificate Y N

Master List: Program Eval: SGRD:

[ ] I am currently taking courses at another institution(s) that apply toward this degree/certificate. I understand that I must have official transcripts on file by the end of the term in which I am applying for graduation.

Institution: ____________________________ Institution: ____________________________

Course: ____________________________ Course: ____________________________

Course: ____________________________ Course: ____________________________

Student Comments: ______________________________________________________________

Student did not meet graduation requirements: ________________________________________