



Graduation FAQ's

(This should be given to all students who have submitted graduation applications)

Is there a deadline to submit your graduation application?

Yes, there is a deadline every semester. Please check your college calendar for these dates. You should review your transcript **with an Advisor**, to make sure that you have met all requirements, including transfer credits, waivers and change of grades. This should be done before your application is submitted. This way you are already aware if you have met all requirements or not. Late applications will be held until the following semester.

What does *deficient* mean?

Deficient means that you **have not** met all of the requirements for a certain degree/program. This includes all coursework grades, waivers, change of grades, sufficient GPA and sufficient credit hours.

How long will it take before I receive my diploma?

The entire process takes approximately 90 days **after** the **semester ends**. (**Not** after the application is turned in). We have to wait on current grades before the final review process starts, for all students, whether you are waiting on grades or not. All applications are reviewed at the same time.

What should I expect after I have submitted my graduation application?

After the **final grades** are submitted, then all graduate applications are reviewed at the campus. Shortly thereafter, the applications are sent to District Records, where the final audit takes place.

How can I check to see if my name is on the graduation list for the graduation ceremony?

There is not a "**graduation list**". Remember the final audit is taking place during the same time that the ceremony will take place. Graduation applicants should have already been made aware if they have met all of the requirements or not, **by the campus and/or Advisor**. As long as you know that you have met all requirements for your program/degree, then you are ok, and may participate in the ceremony. The college does not read the graduates names from the ceremony booklet. If the Audit Dept deems a student **deficient**, the **student will not receive a diploma**, whether he or she participated in the ceremony or not.

If I was a former student, how should my transcript be reviewed for graduation?

First, the **catalog that was in use when you started should be used**. Second, if you were away from the college for two or more years then the catalog that was in use whenever you returned should be used. The catalogs are updated frequently and many programs have changed.

I am close to earning my second Associates Degree next semester, what is the procedure?

Students that have earned an Associate Degree can only obtain another associate degree when an additional 15 credit hours have been completed and the degree should now be in a **specific program**.

Will I receive a letter saying that I am graduating before the ceremony?

No, **Summer & Fall graduates** are already aware, and should have already received their diplomas before the ceremony takes place. **Spring applicants** should know that if they have submitted an application, the advisor that they sat with, should have already informed them if they have met the requirements or not.