

## INSTRUCTIONS FOR GRADUATION CANDIDATES:

- Review your degree evaluation or talk to an Academic and Career Advisor to confirm that you have earned the Minimum credits required toward graduation in your area of study.
- If you want SLCC to consider credits by exam (e.g. AP, CLEP), or you are transferring credits from another college or university, please proceed with the steps provided by the Transfer Evaluation Office.
- Complete the following form by typing or hand writing the requested information.
- Pay \$25 fee by:
  - Visiting any campus Courtesy Desk or Cashiering location with completed application.
  - Mailing a check with the completed application.
  - Calling the College's Tuition Express at 957-4459 and pay with a credit/debit card (obtain Confirmation#).

If paying by credit/debit card, please include the Payment Confirmation number in the Payment Method area of the application.

Submit the form to the Graduation Office by the deadline that corresponds to your graduation semester. (Please note: to graduate at the end of your final semester, you must submit the application to the Graduation Office by the deadline that falls before your final semester begins.)

<input type="checkbox"/> Spring:	October 15 <sup>th</sup>	Graduation Office
<input type="checkbox"/> Summer:	March 15 <sup>th</sup>	Salt Lake Community College
<input type="checkbox"/> Fall:	July 15 <sup>th</sup>	PO Box 30808
		Salt Lake City, Utah 84130

Your application will be evaluated and a notice of approval or disapproval will be mailed or emailed to you.

If your application is denied for any reason and the deficiency can be corrected before graduation, contact the Graduation Office immediately. Otherwise, your application will remain denied and you will need to contact the Graduation Office when you are ready to complete your course of study. This must be done within 1 year or you will need to re-apply for graduation.

The graduation certificates will be mailed 6-8 weeks after the semester ends. Be sure to notify the Graduation Office at 957-4035 if your address changes in order to receive your certificate.

## REQUIREMENTS FOR GRADUATION:

To be eligible for graduation from Salt Lake Community College, a student must be MATRICULATED, must have at least a 2.0 G.P.A., and must qualify for one of the following awards:

**CERTIFICATE OF COMPLETION:** This certificate is awarded after satisfactory completion in a prescribed course of study. The chosen course of study includes the required general education, theory and laboratory classes.

**DIPLOMA:** The diploma is awarded to those students who have satisfactorily completed a prescribed course of study. The chosen course of study includes the required general education, theory and laboratory classes.

**ASSOCIATE OF APPLIED SCIENCE DEGREE:** This degree is awarded to those students who have satisfactorily completed a minimum of 63-69 hours in a prescribed course of study. This includes a minimum of credit hours in general education type classes which are designed to enhance the vocational and technical classes offered at the college. See general catalog for specific information on the AAS degree.

**ASSOCIATE OF SCIENCE OR ASSOCIATE OF ARTS DEGREE:** Requires a minimum of 60-66 credit hours and will satisfy general education requirements for colleges in the Utah System of Higher Education.(See if you meet the minimum credit requirements listed for your program).

**ASSOCIATE IN PRE-ENGINEERING DEGREE:** The associate in pre-engineering degree is offered in each of the seven engineering disciplines. It is a transfer degree similar to the associate of science degree, but has reduced general education requirements. See general catalog for specific information on the APE degree.

Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_

APPLICATION FOR GRADUATION  
SALT LAKE COMMUNITY COLLEGE

If you are in high school & applying for an AS Degree Check this box

Student ID No. \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

\_\_\_\_\_

City State Zip

Phone \_\_\_\_\_

Email \_\_\_\_\_

Catalog used for graduation requirements \_\_\_\_\_

Name for Certificate: \_\_\_\_\_

(First) (Middle) (Last)

Check one: List Major: \_\_\_\_\_

One-Year Certificate \_\_\_\_\_

Diploma \_\_\_\_\_

AAS Degree \_\_\_\_\_

APE Degree \_\_\_\_\_

AA Degree \_\_\_\_\_

AS Degree \_\_\_\_\_

Date you will complete Graduation \_\_\_\_\_ 20\_\_\_\_\_

Date \_\_\_\_\_

You will need a separate application for each Cert., Dip., AAS, AA, AS or APE.

\$25 Graduation Application fee payment method:

Mail Check w/Application Credit/Debit

Confirmation#: \_\_\_\_\_

**Requested Alumni Information**

Name, Address & phone of parent or other person who will always know how to reach you.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Other College you plan to attend: \_\_\_\_\_

\_\_\_\_\_

CURRENT SEMESTER CLASS SCHEDULE

	CRSE. ABBR.	CRSE. NO.	CR.
1.			
2.			
3.			
4.			
5.			
6.			
7.			

LIST CLASSES ABOVE \_\_\_\_\_  
Total Credits \_\_\_\_\_

ANTICIPATED CLASS SCHEDULE FOR NEXT SEMESTER

	CRSE. ABBR.	CRSE. NO.	CR.
1.			
2.			
3.			
4.			
5.			
6.			
7.			

LIST CLASSES ABOVE \_\_\_\_\_  
Total Credits \_\_\_\_\_

**Any change in the above information must be reported to the Graduation Office at 801-957-4035.**

Failure to successfully complete required classes, or to report changes in the above schedules may result in denied approval for graduation.

Disclaimer: The Graduation Office is not responsible for delays in the graduation process. It is the responsibility of the student to complete the paperwork and coursework toward approval for graduation.

**FOR OFFICE USE ONLY**

Approved for Graduation

Comments: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_