

REQUEST TO GRADUATE

Southeastern Community College

Degree/Diploma/Certificate Request Section (to be completed by student)

✓ It is my belief that I will have completed the requirements for graduation from the program for which I am enrolled at the end of: (please check one and fill in the year). Incomplete forms will be returned to you.

Fall Semester (Aug-Dec) Spring Semester (Jan-May) Summer Term Year _____

✓ Which commencement ceremony do you plan to attend? West Burlington Keokuk

✓ This is to certify my intention to graduate. I will be receiving: (please check one)

****If you are completing more than one degree/diploma/certificate, please submit a separate form for each one.**

Associate of Arts

Associate of Applied Science

Associate of Science

Program Name _____

Diploma

Program Name _____

Certificate

Program Name _____

Are you a military veteran? Yes No

✓ I would like my name to appear on my degree/diploma/certificate exactly as follows:

PLEASE PRINT:

First

Middle Name or Initial

Last

Full Mailing Address where you want your degree/diploma/certificate mailed:

House Number and Street

City

State

Zip Code

Preferred E-mail Address: _____

Home Phone: _____ Cell Phone: _____

Signature: _____ Date: _____ Student ID: _____

or last 4 digits of SSN

EVALUATION SECTION TO BE COMPLETED BY THE REGISTRAR:

If you satisfactorily complete **ALL** of the classes in which you are enrolled as of this date, you will meet the degree/diploma/certificate requirements specified above.

If you satisfactorily complete **ALL** of the classes in which you are enrolled as of this date, you will only have the remaining requirements (indicated below) to complete by the end of one of the Summer sessions.

You are not eligible to graduate at the end of the _____ term. The reason(s) are indicated below:

Specific category not satisfied:

Communications _____

Insufficient number of semester hours

Humanities _____

Number Short _____

Social Science _____

Insufficient Grade Point Average

Math/Science _____

Current GPA _____

Cultural Awareness _____

15 of the last 20 semester hours not earned through SCC

Still need to complete _____

Changed Major/Program

* If you are currently enrolled, or plan to enroll in the near future, to correct any deficiencies noted above, please notify the Registrar's Office to insure that your transcript can be re-evaluated at the end of that period.

** Please note that you are still eligible to participate in commencement exercises held in May if you are planning to complete your degree/diploma/certificate by the end of the Summer session. Participating in the commencement ceremony does not mean you have earned your degree/diploma/certificate, you **MUST** complete all requirements.

Registrar's Signature: _____ Date: _____

REGISTRAR USE ONLY: Date Awarded _____ Date Ordered _____ Date Mailed _____

Did **NOT** meet degree/diploma requirements

PTK