



APPLICATION FOR GRADUATION / REQUEST FOR GRADUATION EVALUATION

Application Instructions - *please read carefully.*

Registration and Records

Keep this page for future reference.

1. Applications should be submitted **two quarters or 45 credits** prior to your expected graduation date.
2. Use a separate application form for each degree/certificate.
3. **Fee** (non-refundable) is **\$13.30** for first degree/certificate; **\$6.60** for each additional degree/certificate when applications are submitted at the same time.
4. **Please P R I N T clearly.** If we cannot read it, we cannot process it!
5. Complete all **six sections** of application.
6. Application(s) will be kept on file during attendance at Highline. After one year of non-attendance, application(s) will be shredded and it will be necessary to re-apply.

Submit completed application with **fee** to the **Cashier** in Building Six.

OR

Mail with payment to:
Registration & Records m/s 6-4
Highline Community College
2400 S 240th Street
Des Moines WA 98198-9800

OR

FAX w/ credit card info to:
Registration and Records
206-870-4855
Include credit card account number and expiration date.

AA - DTA Applicants: Approximately 4-6 weeks after applying, you will receive an **Official Graduation Evaluation** in the mail indicating what requirement(s) must be completed. Graduation Evaluators will update this every quarter of attendance until requirements are completed. It is your responsibility to update your copy. If changing catalog years, you must re-apply for graduation. See an advisor for assistance in class selection.

AS, AAS, and Certificate Applicants: Approximately 3 weeks after applying, you will receive notice to schedule an appointment with the program advisor/coordinator to complete your Graduation Evaluation Worksheet. Advisor/coordinator will send completed Evaluation to Graduation Evaluators who will update it every quarter of attendance until requirements are completed. It is your responsibility to update your copy. If a substitution or waiver is made, Graduation Evaluators must receive notice from Advisor/Coordinator to update Evaluation.

High School Diploma Applicants: Once approved by the High School Completion Coordinator, diploma will be sent to you one quarter after completion of requirements per your High School Completion Worksheet.

Request for exceptions to degree/certificate requirements must be submitted in writing to the Graduation Review Board c/o the Registrar.

Diploma and Certificate Information

1. **Diplomas and certificates will be mailed approximately one quarter after completion of requirements.** Name will appear on your diploma/certificate as it appears on your transcript. If you need proof of your degree, certificate, or high school diploma before the next quarter, you can order an official transcript. Please specify "*Send after degree entered on transcript*" on your Transcript Request. **Note to PTK members:** You will need to specify "Stamp with PTK" on your transcript request **each time** you order transcripts.
2. **To Earn Graduation with Honors,** your college level GPA must be 3.50 or higher. For those who have not yet graduated and want to participate in commencement, the college level GPA, including transfer credits, will be determined at the end of Winter Quarter for purposes of the Commencement Program.

Commencement (Graduation) Ceremony Information

There is one ceremony each year in June. More information will be mailed to graduation applicants in March. You must have applied for graduation to receive Commencement information.



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Print your name as it appears on your transcript. Sections 1 through 3 and 6 are required.

1. NAME _____ SID _____ / _____ / _____
Last First MI

All PREVIOUS NAME(S) USED _____

PHONE # _____ EMAIL _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

2. QUARTER YOU PLAN TO COMPLETE THIS DEGREE: Quarter _____ Year _____

3. FROM THE LIST BELOW, CHECK **ONE** BOX FOR THE DEGREE/CERT FOR WHICH YOU ARE APPLYING. NOTE: Use a separate application form for each degree/certificate.

Transfer Degrees:

Associate of Arts – DTA (AA)

- Method I - Standard Distribution
- Method II - Distribution with Emphasis:

Emphasis Department = (BUSN, BIOL, EDUC...)

Associate in Pre-Nursing

Associate in Business**

****(If you choose this option, you cannot also earn an Associate of Arts.)**

Associate of Science (AS). Major:

Major = (Biology, Chemistry, C Sci, Engineering, Geology, or Physics)

Non-transfer Degrees & Certificates:

Associate of Applied Science (AAS)
Program:

Program (see list)

Certificate
Program:

Program (see list)

High School Diploma:

High School Diploma

4. For your Graduation Evaluation, transcript(s) will be evaluated according to the current degree/certificate requirements. If you wish for them to be evaluated according to the requirements for the year you first earned college level credits at Highline, you must check here: []

5. Do you have transfer credits you wish to apply to this degree? []Yes []No

If **yes**, list names of **other colleges**. If an evaluation of transfer credits has **not** been done, you must have an official transcript sent to Highline Community College.

1 _____

2 _____

3 _____

Order Official Transcripts sent to:
Credentials Evaluator M/S 6-4
Highline Community College
2400 SO 240th ST
DES MOINES, WA 98198

6. Student Signature _____ Date _____

