



☐ Dual Credit

☐ Early College High School

☐ Auto Degree

**APPLICATION DEADLINE DATES** \*Applicants who submit after the deadline may participate in the ceremony but name may not be printed in the commencement program. **Student Initials:**

Fall: October 31

Spring: March 15

Summer: June 30

Expected Graduation Term:

☐ Fall

YEAR

☐ Spring

YEAR

☐ Summer

YEAR

If requirements are not completed in the specified semester, a new application is required.

Complete DEGREE AUDIT FORM with your academic advisor. All information is required. Incomplete applications will not be accepted and will be returned to the academic advisor. **\*Name which appears on your student record will be the name which appears on your diploma.** (PRINT ALL INFORMATION).

Banner ID: \_\_\_\_\_

\*Print Legal Name: \_\_\_\_\_

First

Middle

Last

☐ Level 1 Certificate

☐ Level 2 Certificate

☐ Enhanced Skills Certificate

☐ Occupational Skills Award

☐ Advanced Technical Certificate

Catalog year\*: \_\_\_\_\_

Field of Study/Major/Pre-major

\*Credit hours must be completed at SPC during catalog year selected.

Will you be participating in the Commencement exercise?

☐ Yes ☐ No

\*\*Height: \_\_\_\_\_

\*\*Weight: \_\_\_\_\_

**MILITARY STATUS**

Active Duty/Veteran

☐ Yes ☐ No

**Do you have a student loan?**

☐ Yes ☐ No

\*\*Required for Cap and Gown Order

**As an applicant for a Certificate from St. Philip's College, I understand (Student Initials Required):**

I am responsible for submitting transcripts from all institutions attended.

All communication will be sent to **student** email address.

Holds on my record will prevent the receipt of diploma and official transcripts.

I must notify the Records and Registration Office of change of address prior to diploma mail out.

Diplomas are mailed out 8 to 10 weeks after the end of conferment period.

Participation in graduation ceremony **does not** ensure awarding of degree.

Student Signature

Date

Check One:			ADVISOR CHECKLIST	If no, why?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Official High School Transcript (SOAHSCH & Scanned):	<input type="checkbox"/> Need final HS transcript	<input type="checkbox"/> Transfer Student
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Official college transcripts (SOAPCOL & Scanned):		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Substitution hours posted (SPACMNT):	<input type="checkbox"/> Pending Signatures	<input type="checkbox"/> Submitted
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	TSI complete (All Level 2 Certs are subject to TSI):	<input type="checkbox"/> Waived (Level 1 Certificate under 42 hours)	
<input type="checkbox"/> YES	<input type="checkbox"/> NO		Residency hours met (25% of total hours of program):		
<input type="checkbox"/> YES	<input type="checkbox"/> NO		OSA Residency hours met (50% of total hours of program)		
<input type="checkbox"/> YES	<input type="checkbox"/> NO		SPC GPA 2.00 or higher (SHATRMC):		

Advisor Name (Please Print)

Date

**SUBMIT GRADUATION DEGREE AUDIT FORM AND SPC CATALOG DEGREE PLAN TO THE RECORDS AND REGISTRATION OFFICE.**

For Records Office Use Only					
Courses Pending for Completion:			<input type="checkbox"/> Incomplete	<input type="checkbox"/> Awarded	Graduation Date:
Course	Registered	Final Grade	Holds: <input type="checkbox"/> Transcript <input type="checkbox"/> Bursar <input type="checkbox"/> Other		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Notes:		
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Processed by: _____ Date: _____		