Imperial Valley College
ASSOCIATE'S DEGREE (AA, AS, AA-T or AS-T) APPLICATION

Read Entire Page BEFORE Completing Attached Form

General Requirements

2.0 GPA or higher for all degree-applicable courses attempted, at all colleges/universities attended, averaged together.

45 degree-applicable units completed at IVC at any time or the last 15 at IVC. Units awarded as a result of military service, attendance at another college or university, credit-by-exam, extension, or law enforcement academy certification do not count toward this requirement.

Payment in full of all money owed to the College before diploma or transcript verifying degree will be released.

Instructions

1. Request official transcripts be sent directly to the Admissions and Records Office from every college or university you have attended (except IVC), which have not been received previously. Official copies of Advanced Placement (AP) scores for which you wish credit also must be on file. **All official transcripts must be received BEFORE your final degree evaluation will be completed by the Admissions and Records Office.**
2. Print a copy of your transcript from WebSTAR; you will need this to verify your name as it appears in the computer, your student ID number, and your mailing address.
3. Complete this form in full except for the *Counselor's Review* portion.
4. Meet with a Counselor for completion of the *Counselor's Review* portion.
5. Take the completed form to the Admissions and Records Office by the deadline date below. If the deadline falls on a weekend or holiday, the last work day **before** that date becomes the deadline.

	To Be Granted Degree AND Participate in Commencement	To Be Granted Degree and NOT Participate in Commencement	AA-T/AS-T Verification Deadline
Fall Semester	November 1	November 1	**October 15**
Winter Intersession	January 16	January 16	
Spring Semester	April 17	May 8	**February 15**
Summer Term	April 17	July 9	

Graduation Ceremony

Degrees are awarded at the end of each term: Fall, Winter, Spring and Summer.

The **Graduation ceremony** is held at the end of Spring Semester only.

The following may participate in the Graduation ceremony: students who have been awarded degrees the previous Fall term, and those who have met the deadlines above to apply for degrees for Winter, Spring and Summer.

Name in printed Graduation Program: The names of all students who have proved their intention to participate in the Graduation ceremony by renting a cap and gown will be printed in the program given to all who attend the ceremony. If you will be participating and do NOT want your name listed in the printed program, you must inform the Admissions and Records Office no later than May 1.

Instructions, cost, and deadline dates for renting a cap and gown is attached to this application. The cost for renting a cap and gown is doubled for those who miss the on-time rental period so do not delay. The second rental period with increased costs also includes an absolute deadline. Protect yourself: make up your mind early whether to participate and make sure you have the needed information no later than April 23.

Graduation Honors

The GPA for earning a degree and graduating with honors is based on all grades earned in all degree-applicable courses attempted at all colleges and universities attended. Honors will be recognized during the Graduation ceremony and in the printed program for grades earned through the preceding Fall term. Grades earned in the current Winter, Spring and upcoming Summer will not be included for recognition during the ceremony. The final calculation for honors to be printed on your diploma and transcript will include all grades earned through the semester the degree is awarded.

Minimum GPA for Degree: 2.00 **With Honors:** 3.00 – 3.49 **With Distinction:** 3.50 – 4.00 Rev. 5/14

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BEFORE completing this form, carefully read all information on the attached sheet. **Please PRINT**

IVC Student ID # G00_____ **Birthdate**_____ **Gender**: ☐Male ☐Female

Name as it appears on your IVC WebSTAR transcript_____
Last First Middle

Other names used while attending IVC_____ **Did you attend IVC before Fall 1980?** ☐No ☐Yes

Telephone numbers at which you may be reached: Home_____ **Work** _____

Cell_____ **IVC Email address**_____

Applying for (check 1): ☐AA ☐AS ☐AA-T ☐AS-T

To be awarded (check 1)**:** ☐ Fall _____ ☐ Winter _____ ☐ Spring _____ ☐ Summer _____
Year Year Year Year

Exact Title of Major As It Appears in the Catalog_____
(Include Emphasis if University Studies major)_____

List all colleges and universities you have attended, except IVC. *Attach additional sheet, if needed*. Official transcripts must be on file BEFORE your degree evaluation will be completed by the Admissions and Records Office.

Name of Institution	Located in City/State	Month/Year Last Attended	Name of Institution	Located in City/State	Month/Year Last Attended

Your diploma will be mailed to you approximately 6 weeks after the end of the semester to the *mailing* address in WebSTAR, if you complete all your degree requirements. This address CANNOT be in Mexico due to postal problems. Make sure the mailing address in WebSTAR is the correct one to which to send your diploma. If you need assistance with WebSTAR, contact the Admissions and Records Office. ***If your address you want us to send your diploma to changes before the diploma is mailed, you MUST change it on WebSTAR or it will be sent to the wrong address.***

I have answered all questions accurately. Further, I have read the attached information sheet as well as the paragraph above regarding my mailing address. I understand if I do not complete all degree requirements by the end of the term indicated above, I will need to repeat this application process for a future term.

Student's signature_____ **Date**_____

COUNSELOR'S REVIEW **For term indicated above this form is:** ☐1st appl. ☐For 2nd major ☐For 2nd degree ☐Chg in major

Instructions: Review student's answers above for accuracy. Discuss the items on the information sheet.

Indicate Catalog Year for degree: _____

Indicate if either or both of the following are used in meeting degree requirements for this student:
☐**Petition(s) for waivers/substitutions:** ☐Approved or ☐Pending

☐**AP credit:** ☐On file or ☐Transcript required

Student is pursuing the following GE pattern: ☐CSU ☐IGETC ☐IVC only, non-transfer degree

Indicate if the student will need an ADT Verification to a CSU (check 1): ☐ Yes ☐ No

Required Courses In Progress Current Term	Required Courses Remaining	Planned Term

Comments_____

_____

Counselor's Printed Name_____ **Signature**_____ **Date**_____

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