

Imperial Valley College
ASSOCIATE 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.

In Residence requirement is a minimum of 12 degree-applicable units completed at IVC at any time. 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 Ad-vanced 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.**
6. The AA-T/AS-T Verification to the CSU is completed online by our A & R evaluator's if the Associate Degree Application is received **prior** to the deadline date noted below.

	<u>To Be Granted Degree AND Participate in Commencement</u>	<u>To Be Granted Degree and NOT Participate in Commencement</u>	<u>AA-T/AS-T Verification Deadline</u>
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 **Commencement Ceremony** is held at the end of Spring Semester only.

The following may participate in the Commencement ceremony: students who have been awarded degrees the previous Fall or Winter terms, and those who have met the deadlines above to apply for degrees for 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.

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 Commencement Ceremony and in the printed program for grades earned through the preceding Winter term. Grades earned for Spring and Summer will not be included for recognition during the ceremony. The final calculation for honors to be printed on your diploma and your 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. 6/16

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

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 _____ Cell _____

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 _____

Indicate Emphasis and/or Certification Pattern (University Studies Major or Transfer 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.

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

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

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

Indicate Catalog Year for degree: _____

Indicate if any of the following will be used in meeting degree requirements for this student:

- Petition(s) for waivers/substitutions: Approved or Pending
 AP credit: On file or Transcript required
 Other official college transcript not on file and required: Name of college _____

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

NOTE: The ADT Verification is completed online by the A & R evaluator if the Associate Degree Application is received **prior** to the deadline date (October 15 for the Fall Semester and February 15 for the Spring Semester).

Required Courses In Progress

Comments _____

Counselor's Printed Name _____ Signature _____ Date _____

A & R Use: Sought _____ Missing _____ Awarded _____ GPA _____