

**Imperial Valley College  
ASSOCIATE'S DEGREE (AA or AS) 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.

	<u>To Be Granted Degree AND Participate in Graduation Ceremony</u>	<u>To Be Granted Degree and NOT Participate in Graduation Ceremony</u>
Fall Semester	November 1	November 1
Winter Intersession	January 20	January 20
Spring Semester	March 1	May 10
Summer Term	March 1	July 7

**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 and 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** will be mailed to you in early March at the mailing address in WebSTAR. If you have not received the information by mid-March, it is your responsibility to contact the Student Affairs Office to obtain the information. 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 mid-March.

**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 Winter term. Grades earned in the current 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. 2/08**

