Clear Form

HONOLULU COMMUNITY COLLEGE – RECORDS OFFICE
APPLICATION FOR GRADUATION

INSTRUCTION FOR THE STUDENT:

1. Complete this Application for Graduation. One application per major/degree.
2. Pay the $15.00 graduation fee at the Cashier's Office. (Additional $15.00 graduation fee for the diploma to be printed in Hawaiian.)
3. Deadline is Oct 15 for Fall graduation and Mar 15 for Spring graduation. Applications received after the deadline will be processed for graduation in the next semester.
4. You will be sent the yellow copy of your Application for Graduation with the decision (see Graduation Decision section) approximately one month after the deadline.
5. If approved, your diploma will be mailed to the address below after one month of the date of graduation.
6. **Do not fill out this form for Certificate of Completion/Competence.**

PRINT your name exactly as you want it to appear on your diploma. It is customary to use the full name rather than initials.

NAME _____ Banner ID/SSN _____
Print First Name **Middle** **Last Name**

ADDRESS _____ Phone _____

_____ Print Diploma in: ❒ English ❒ English & Hawaiian
City State Zip Code

❒ Check here to change mailing address in UH System

MAJOR _____ DEGREE TYPE
❒ AAS Associate in Applied Science (Tech/Occ)
❒ AS Associate in Science (Tech/Occ)
❒ CA Certificate of Achievement (Tech/Occ)
❒ AA Associate in Arts (Liberal Arts)
❒ Other: _____

EXPECT TO GRADUATE ❒ Fall 20 _____ ❒ Spring 20 _____

OPTION (if applicable) _____

CATALOG Year _____
(following requirements in above year catalog)

Check if you have any of the following **pending:**

❒ Credit by Exam
❒ Course Waiver / Substitution
❒ Residency Waiver

❒ List College(s) – official transcripts must be received by Dec 31 for Fall graduation and May 31 for Spring graduation _____

List all courses you are taking this semester			COLLEGE USE ONLY	
Name of College	Course and Number (e.g. Psy 100)	Credits	Required (Y/N)	Final Grade

I understand that by applying for this degree / certificate, my name will appear on the Hon CC commencement program. I will be entitled to receive a diploma only if all Hon CC requirements and financial obligations are fulfilled. If denied, I understand that I must re-submit an Application for Graduation for re-evaluation. I will inform the Records Office if any of the above changes.

Signature of Applicant: _____ Date: _____

**********OFFICE USE ONLY GRADUATION DECISION **********

Major and option: _____ Year Catalog Used: _____ Res Req Met: _____ Total Credits: _____

Degree Type: _____ Catalog Year Exception: _____ Math/Eng Prof Met: _____ Cum GPR: _____

❒ GRADUATION APPROVED

❒ GRADUATION APPROVED PENDING COMPLETION OF COURSES LISTED ABOVE AND ALSO THE FOLLOWING:

_____

❒ GRADUATION DENIED FOR THE FOLLOWING REASON(S):

_____

_____ Date: _____
Evaluator: **Print Name** **Sign Name**

********** OFFICE USE ONLY **********

Entered Grad App:	Diploma Mailed/Picked-Up:	BUSINESS OFFICE:
Notified Student of Eval:	Notified Degree Denied:	Account Cleared:
Entered Degree Conferred:		Fee:
FOB Clearance:		Receipt No: