

## COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Allegheny Campus  
808 Ridge Ave  
Pittsburgh, PA 15212  
412.237.2589

Boyce Campus  
595 Beatty Rd  
Monroeville, PA 15145  
724.325.6602

North Campus  
8701 Perry Hwy  
Pittsburgh, PA 15237  
412.369.3656

South Campus  
1750 Clairton Rd  
West Mifflin, PA 15122  
412.469.6241

# Instructions for Graduation Application

### A. Complete application forms (please print legibly)

- 1) Read and complete all information on the attached forms.
- 2) Complete a graduation application form for each program/major for which you are applying at this time.

### B. Meet with an academic advisor for a degree audit (mandatory)

- 1) The advisor will use a current transcript and program check sheet, or the system report, to complete your degree audit. Make sure the advisor's signature is on the application to show his/her recommendation.
- 2) Please note that this is the advisor's recommendation. The final approval/certification is made by the director of registration. If there are any problems during the final reviews completed by the director you will be notified by email, postal mail or phone.
- 3) If applicable, copies of the following approved forms/letters (with proper signatures) are required to complete your degree audit:
  - a) Course substitution/waiver forms
  - b) Articulation agreement
  - c) Any written information that allows for exceptions/permission of substitutions
  - d) Pending advanced standing forms

### C. Graduation fee payment at Student Accounts office (if applicable, effective with December 2010 commencement)

- 1) All certified degrees will be posted to the student's CCAC transcript. A \$20.00 graduation fee must be paid if the student chooses to receive a diploma and/or attend the commencement ceremony (fees are subject to change at the discretion of the college).
- 2) Make check or money order payable to CCAC.
- 3) You have not officially applied for graduation until you have returned your completed graduation packet(s) to the Registration and Advisement office for processing.

### D. Return your completed packet to the Registration and Advisement office. Your completed packet should include the following:

- 1) Completed graduation application
- 2) Completed exit survey
- 3) Degree audit report (current transcript and program check sheet or the system report)
- 4) Copies of any applicable forms listed in B.3 of this outline

Any questions should be referred to the Registration and Advisement office at the campus where you apply.

<b>Application deadlines:</b> If these dates fall on a weekend or holiday, deadline is the Friday before.	May/spring— Mar. 1	August*/summer— July 15	December/fall— Nov. 30
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*The commencement ceremony is held in May. \*August graduates are invited to participate in the current year's May ceremony before classes are completed—if you plan to attend the May ceremony, you must apply for graduation using the May/spring deadline date. All requirements for the program(s) must be successfully completed before you are awarded the diploma and the credentials are posted to your transcript. December graduates can participate in the following year's May ceremony.*

**The first choice for faster results.**

