GRADUATION APPLICATION
For Degree/Diploma and or Certificate

Star ID: ________________ OR Tech ID: ________________

Your diploma name will be printed as it appears on your permanent student record. If you want a different student name printed on your diploma, you must provide legal documentation of your name change to the Records Office. If you have a preferred name that has already been submitted, please print below.

Name:  
First Name    Middle Name    Last Name

Diploma Mailing Address: Your diploma will be mailed to you 4-8 weeks AFTER your degree has been posted to your transcript. It is your responsibility to keep your address current and up-to-date. You may do so via eServices or submit a Change of Information form at the Records Office.

Street Address     Apt #   City   State  Zip Code

Primary Phone Number: ___________________________ Alternate Phone: ___________________________
Home  Cell  Work   Home  Cell  Work

Email Address: ___________________________ @my.century.edu  Personal Email: ___________________________

PSEO ONLY** Please state your anticipated date of high school graduation: ___________________________

If you are a law enforcement application, when do you plan to take the Post Exam? ___________________________

DEGREE INFORMATION

Which TERM is your anticipated graduation?  
☐ Fall  ☐ Spring  ☐ Summer  Year: ___________________________

Program #: ___________________________ Program/Major Name: ___________________________
☐ AA  ☐ AFA  ☐ AAS  ☐ AS  ☐ DIP  ☐ CERT  ☐ MNTC Only

Please choose your catalog/program guide year:


OTHER PROGRAM REQUIREMENTS (if applicable)

Transfer Credits (Are you transferring credits that will apply to this degree from another institution?)

☐ NO. I do not have any transfer credits that apply to this degree program.

☐ YES. My transfer credits are reflected in my degree audit (DARS).

☐ YES. I will send official transcripts from the following schools or contact the DARS office (651.779.3908) to have my e-transcript pulled after grades are posted. ___________________________

ACADEMIC PETITIONS (Academic Petitions are not common.)

Have you filed an academic petition for a course substitution/waiver?  
☐ NO  ☐ YES

If YES, briefly explain what you petitioned: ___________________________

Petition status (check one): _______ Approved  _______ Pending; submitted date (approx.): ___________________________

ADDITIONAL INFORMATION:

Century College is a Member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3908 or 1.800.288.1978 x 3354
STUDENT SUBMISSION

☐ I hereby certify that the above information is complete and accurate. I am responsible for knowing the information provided.

Student Signature: __________________________________________ Date Submitted: ______________

If planning to continue at Century College, declaring a new major is recommended (Not declaring one can delay Financial Aid)

New Program/Major: __________________________________________

☐ AA ☐ AFA ☐ AAS ☐ AS ☐ DIP ☐ CERT

If changing Educational Intent:

The Educational Intent you check below must match the award of the major. (Please check the appropriate category)

☐ Earning occupational certificate/Diploma

☐ Complete courses but not a degree

☐ Earn associate (two year) degree

☐ Complete courses and transfer without a degree

☐ Earn associate (two year) degree and transfer

Effective beginning: ☐ Fall 20__________ ☐ Spring 20__________ ☐ Summer 20__________
Application Guidelines:

- If you have preliminary questions, make an appointment with an Advisor/Counselor. To make an appointment, contact 651.779.3285.
- You may choose to fulfill degree requirements outlined in any catalog under which you are/were enrolled, provided that the catalog was in effect no more than five years preceding the date of graduation.
- You must complete all degree requirements under a single catalog.

Graduation Application Information

**Deadlines**

Please see application Due Dates on our webpage at [https://www.century.edu/academics/graduation](https://www.century.edu/academics/graduation)

*The deadline to fulfill all degree requirements is 60 days following the last day of the semester. Applications received after the deadline may be processed the next semester. Processing begins as soon as final grades are processed. Degree conferral and diplomas for applications received after the priority deadline will be delayed.*

**Processing**

The Records Office will process Graduation applications after final grades are posted.

- Once graduation requirements are met, you will be sent an unofficial transcript with your degree recorded.
- Diplomas are ordered and issued at a later date (usually 6-8 weeks after the end of the term).
- If graduation requirements are not met, you will be notified.

**Diplomas and Certificates**

Diplomas reflect graduation date, degree, major, and honors status. Students who meet the priority application deadline will receive their diplomas within 4-8 weeks of the date of final certification. Late applications will result in late diploma arrivals. It is your responsibility to keep your mail/email address up to date. Keep in mind the timing of your diploma mailing (4-8 weeks AFTER your degree is recorded on your transcript.).

**Transcripts**

When degree/diploma/certificate is awarded you may order transcripts through [http://www.getmytranscript.com](http://www.getmytranscript.com). Unofficial transcripts are available in eServices under Grade & Transcripts, Academic Record.

**Commencement Ceremony**

A commencement ceremony to celebrate graduation is held once a year at the end of spring semester. All students graduating during the year are encouraged to participate. You will receive a letter in April with detailed information about the commencement ceremony. For more information go to [https://www.century.edu/academics/graduation/graduation-ceremony](https://www.century.edu/academics/graduation/graduation-ceremony).