

# CERTIFICATE OF PROFICIENCY

## Application for Graduation

**Print your full name as you would like it to appear on the diploma (PRINT LEGIBLY):**

First Name	Middle Name	Last Name	Student ID #
Street Address		Apt. #	Daytime Phone #
City	State	Zip Code	

**Address to which you would like your diploma mailed, if different:  
(Diploma will be mailed approximately 12 weeks after the end of the quarter.)**

Street Address	Apt. #	Daytime Phone #
City	State	Zip Code

**List ALL other colleges you have attended:** *(NOTE: Official copies of all other college transcripts MUST be on file in order for you to graduate.)*

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**I am applying for graduation at the end of (circle one below):**

**FALL    WINTER    SPRING    SUMMER    Year: \_\_\_\_\_**

I AM APPLYING FOR A CERTIFICATE OF PROFICIENCY IN THE AREA OF:

  
  
  


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To obtain a Certificate of Proficiency, you must ATTACH A COPY OF THE PLANNING SHEET for your program, listing all courses (completed and planned). The planning sheet should be filled out in cooperation with your program advisor, and **IT MUST BE SIGNED BY YOUR ADVISOR AND DIVISION DEAN**. Planning sheets can be obtained at the Advising and Counseling Center in the FOSS Building or from your advisor.

**STUDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



**FOR OFFICE USE ONLY**

**Graduation approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
Signature of credentials evaluator

Degree entered \_\_\_\_\_ Quarter \_\_\_\_\_ TR cr \_\_\_\_\_  
 Diploma ordered \_\_\_\_\_ SCC gpa \_\_\_\_\_ Honors Diploma sent \_\_\_\_\_