

# How to Apply for an Associate Degree, Certificate of Achievement, or Certificate of Completion

Prior to submitting an application for an Associate Degree, Certificate of Achievement, or Certificate of Completion, students should consult with an advisor to review progress toward completing requirements. Substitutions or waivers for program requirements must be approved on an authorized form signed by the department offering the program. (Substitutions and waivers are not allowed for institutional degree and certificate requirements. ([See Institutional Requirements for Associate Degrees procedure and Institutional Requirements for Certificates of Achievement and Certificates of Completion procedure](#) under the Graduation Requirements, Certificates & Degrees header.) Students apply by the deadline the semester they complete the program requirements. Information and the applications are located online at the [Graduation webpage](#).

Procedures are as follows:

1. Complete an Application for Associate Degree, Certificate of Achievement, or Certificate of Completion. These applications are available at the Registrar's Office and at the Graduation webpage. If substitutions and/or waivers have been approved and are not indicated in Degree Works, a Course Substitution and Waiver Authorization form must be attached to the application when submitted or the application will be denied.
2. Attach a copy of the curricular guide (program of study) for the degree or certificate being sought.
  - a. Note: Students may not follow a curricular guide that predates their first semester of enrollment. The requirements must be met by the semester the curricular guide expires.
3. Submit the application and the curricular guide to the Registrar's Office. If applicable, attach a Course Substitution and Waiver Authorization form.
4. Once the audit for the associate degree or certificate has been completed, the Registrar's Office will send a notification via LCC email indicating if the associate degree or certificate has been approved or denied.
5. Once awarded, the LCC transcript will show the degree or certificate earned.
6. Diplomas and certificates are mailed to students during the semester after degrees and certificates have been awarded.

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