



From the Office of Student Records

Application for Graduation

An application is required in order for a student to be considered for a degree, diploma or certificate. As students approach their final semester, they must submit the [Application for Graduation](#) by the deadline to the Office of Student Records. Once the degree audit has been conducted, if there is a question or a problem with their track for completion of requirements by the graduation date, the student will be notified via their CCHS email account. If the student is denied the request for graduation because they will not meet the requirements, he/she must file a new graduation application.

Degrees are conferred three times a year:

- May (Finishing in the Spring semester of the same year)
- August (Finishing in the Summer semester of the same year)
- December (Finishing in the Fall semester of the same year)

Information regarding upcoming commencement ceremonies will be available and posted on this Information Portal website. Attendance at a commencement ceremony is expected and we hope that all students will want to participate in this observance of your academic achievement. It is the students' responsibility to return their Application for Graduation **by the deadline** to the Office of Student Records.

Graduation Application Deadlines:

- For May 5, 2017 Graduation: Application Deadline is February 10, 2017
- For August 4, 2017 Graduation: Application Deadline is April 14, 2017
- For December 15, 2017 Graduation: Application Deadline is September 1, 2017