



GRADUATION APPLICATION

Name: _____ Banner ID # _____ Phone: (____) _____
First Middle Last (Print name clearly as you would like it to appear on your diploma)

Diploma Mailing Address: _____ City: _____ State _____ Zip _____

ACES Email: _____@student.alamo.edu **ALL GRADUATION UPDATES WILL BE SENT TO YOUR ACES EMAIL**

Do you wish to participate in the commencement ceremony? ____ Yes ____ No

****GRADUATION REQUIREMENTS / CHECKLIST****

- Meet with your ADVISOR to complete a GPS degree audit to attach with your graduation packet.
- After meeting with your ADVISOR apply for graduation online via ACES.
- SUBMIT ALL official transcripts from all colleges/universities attended other than the Alamo Colleges.
- Meet Residency: **25% of all degree coursework must be completed at San Antonio College.**
- Primary institution **MUST BE** San Antonio College. **If not, have student update primary institution at Admissions & Records FAC 216.**
- All equivalencies and substitutions forms, CLEP, and Military credits must be submitted to SAC Admissions & Records
- Have a cumulative 2.0 GPA or higher and be in Good Academic Standing
- Verify TSI Status

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE ACADEMIC ADVISOR

*ONE APPLICATION IS REQUIRED **FOR EACH DEGREE/ CERTIFICATE SOUGHT***

Catalog year used to perform audit (ex: 2016-2017): _____ Current Year and Semester Applying (ex: Fall 2018): _____

Degree Type: _____ Field of Study / Major: _____

The Commencement is held once a year in May. It is important you check your ACES email for graduation information and updates. Participation in the ceremony does not ensure you have completed your degree requirements. The degree confirmation process takes 30 days from the end of term. Diplomas will be mailed to the address listed above 8-10 weeks after the end of the semester.

Required Signatures: I understand if I fail to meet the graduation requirements outlined above and specified in the San Antonio College catalog my degree award may be delayed or postponed until the next conferring semester.

Student Signature: _____

Date: _____

Advisor Printed Name: _____

Date: _____

Advisor Signature: _____

Advisor Email: _____

For Graduation Office Use Only: DO NOT WRITE BELOW

Reviewed: _____ GPA: _____ Residency: ____ Yes ____ No Holds: _____ Course Equiv./ Substitution: _____

Notes: _____

Submit completed Graduation Packet to the Admissions and Records Office located in the Fletcher Administration Center, Room 216