

How to Apply for a Certificate of Achievement or Certificate of Completion

Prior to submitting an application for a certificate, students should consult with an advisor to review progress toward completing requirements. Substitutions or waivers for program requirements must be approved on a Certificate Pre-Audit form by the department offering the program. (Substitutions and waivers are not allowed for institutional certificate requirements. See Institutional Requirements for Certificates of Achievement and Certificates of Completion procedure.) 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 Certificate of Achievement or Application for Certificate of Completion. These applications are available at the Registrar's Office and at the [Graduation webpage](#).
2. Attach a copy of the curricular guide (program of study) for the 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.
4. If the Registrar's Office determines that there are requirements NOT met, the student will receive written notification indicating the certificate has been denied.
5. If all the requirements are met, the student will receive notification via LCC email indicating that the certificate has been approved.
6. Once awarded, the LCC transcript will show the certificate earned.
7. Certificates are mailed to students during the semester after certificates have been awarded.