

How to Apply for an Associate Degree

Prior to submitting an application for an associate degree, 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 requirements. See Institutional Requirements for Associate Degrees 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 Associate Degree. This application is available at the Registrar's Office and at the [Graduation webpage](#). If substitutions and/or waivers have been approved, 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 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. If the Registrar's Office determines that there are requirements NOT met, the student will receive written notification indicating the application has been denied.
5. If all the requirements are met, the student will receive notification via LCC email indicating that the degree has been approved.
6. Once awarded, the LCC transcript will show the degree earned.
7. Diplomas are mailed to students during the semester after degrees have been awarded.