

Please submit form to:  
Southern Maine Community College  
**REGISTRATION OFFICE**  
2 Fort Road, South Portland, ME 04106  
Fax: (207) 741-5760 – Email: [registration@smccme.edu](mailto:registration@smccme.edu)

## GRADUATION APPLICATION

*All students must submit this application in order to graduate from and receive a diploma/certificate for any program of study – whether participating in the ceremony or not.*

**Deadlines for Report of Progress / Ordering Diploma/Certificate:**

**Fall graduates: First Friday in August / First Friday in September**

**Spring/Summer graduates: First Friday in November / First Friday in February**

This is a request for your academic records to be evaluated for graduation. *If you miss the first stated deadline, we will be unable to perform this evaluation in time for you to alter your schedule as necessary.*

*Missing the second deadline will delay your receipt of a diploma for several months.*

*It is also essential that you register early, so our evaluation can account for courses to be taken.*

*Please note that evaluation reports are null and void once a change to your schedule is made.*

*DO NOT expect your evaluation report until the week prior to the start of classes.*

**Fall Graduates:** If you expect to complete program requirements during the Fall semester, you are encouraged to attend the upcoming Spring commencement ceremony (provided you have not already attended the previous commencement).

**Spring/Summer Graduates:** If you expect to complete program requirements during the Spring or Summer semester, and/or will be within 6 credits of program completion following the Spring semester, you are eligible to participate in the Spring commencement ceremony.

**Student ID#:** \_\_\_\_\_

**Name:** \_\_\_\_\_

*The name on your diploma will be your legal first name, middle initial, and last name, as reported in our system.*

**Mailing Address:** \_\_\_\_\_

*This should be the address at which you will receive mail 4 TO 5 MONTHS AFTER GRADUATION*

**Major(s):** 1. \_\_\_\_\_ \_\_Associate Degree \_\_Certificate

2. \_\_\_\_\_ \_\_Associate Degree \_\_Certificate

**Anticipated Completion Date:** Semester: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ Year: 20\_\_\_

**Is this a Re-evaluation?** Yes  No  **Were requirements completed at SMCC?** Yes  No

**If not at SMCC, then where?** \_\_\_\_\_

*Please have official copy of transcript sent directly to SMCC, Enrollment Services*

**I will attend commencement**

**I will not attend commencement**

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Entered by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Graduation Procedures

As you approach program completion, you must initiate a review of your academic record for graduation certification or verification, and for your award(s) to be ordered.

- You must submit the completed Graduation Application to the Office of Student Success. Completion of this document triggers a review of all records to verify eligibility for awards. Applications submitted in person are eligible for immediate initial review by an advisor.
- Our review will be more beneficial for you if you register for classes during preregistration. If you are not registered for the coming semester, your review will simply remind you to register, rather than detailing outstanding requirements.
- Communication of your status will occur via the MySMCC portal. If you disagree with your graduation status report, please contact your faculty advisor or department chair to review your record. Substitutions are processed *only* when communicated to Enrollment Services by the department chair directly. Reports are updated periodically based on schedule changes or receipt of additional information, so keep checking.
- **Fall Graduates:** All requirements must be complete in order to graduate in December, otherwise you will be considered a Spring or Summer graduate. (December graduates are encouraged to attend the Spring commencement ceremony if they have not already.)
- **Spring/Summer Graduates:** You must be within 6 credits of completing all requirements following the Spring semester in order to participate in the graduation ceremony. You will not be considered a graduate and your award will not be ordered until all requirements are met. You are also ineligible for student awards and honors during the ceremony.
- If you plan to meet any requirements by alternate means, such as transfer credit from another college, credit by exam, work experience credit, or waiver, the proper paperwork must be submitted and approved before the Graduation Application deadline for your diploma to be ordered on time.
- All financial obligations to the college (i.e. parking and library fines, tuition, fees etc.) must be cleared before you may pick up your cap and gown and/or your award(s) mailed to you following graduation.