

BRCC APPLICATION FOR DEGREE/PLAN COMPLETION

All Candidates must complete all items and submit this application to the
Admissions & Records Office

EMPLID REQUIRED _____ E-MAIL _____@email.vccs.edu
We can only use your VCCS email address.

I PLAN TO COMPLETE MY DEGREE/PLAN REQUIREMENTS at the:

_____end of SUMMER SEM 20_____ end of FALL SEM 20_____ end of SPRING SEM 20_____

**YOUR NAME WILL APPEAR ON YOUR DEGREE AS YOU ENTER BELOW.
PRINT CLEARLY AND EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA.**

NAME _____
(FIRST) (MIDDLE) (LAST) (SUF-ex Jr, III)

ADDRESS _____

Mailings will go to the address on our system. It is your responsibility to update your address by completing the "Change of Information" form in the Admissions & Records Office or via the web. Failure to do so, may result in missed mailings and lost diplomas.

TELEPHONE : DAY () _____ WORK () _____

I PLAN TO COMPLETE THE REQUIREMENTS FOR MY DEGREE/PLAN with the following:

_____AA&S Degree _____AAS Degree - All Degree candidates must complete Assessment Instrument
_____Diploma (only Auto candidates) _____Certificate _____Career Studies Certificate

In the following plan: List as shown on attached:

PLAN NAME _____ Option _____
A separate application is required for each graduating plan-refer to back for exact title

IMPORTANT--- CHECK ANY OF THE FOLLOWING THAT APPLY TO YOU:

- () I will transfer in *additional* credits from _____ College/University
- () I am in the Honors Program (you must contact Honors Program Faculty)
- () I am a PTK member (copy of membership card MUST be submitted with this form)
- () Special accommodations for the graduation ceremony (contact Special Needs Office)

SIGNATURE _____
(CANDIDATE) (DATE)

FOR OFFICE USE ONLY:

I have reviewed the above named candidate's transcript of credits and have determined that he/she has satisfied all requirements for graduation and is thereby qualified for the award for which he/she is making application.

Admissions & Records Asst. Coordinator Certification _____ Vice-President Certification _____ Date _____

ASSESS INSTRUMENT CURRICULUM CODE: _____ HONORS CODE: _____ DATA ENTRY DATE: _____

REQUIREMENTS FOR DEGREE/PLAN COMPLETION:

The responsibility for knowing and fulfilling all graduation plan requirements lies with the student. To receive an associate degree, diploma, certificate or career studies certificate from the College, a student must:

1. file an application for graduation with the Admissions & Records Office by the publicized deadline;
2. fulfill all of the course and credit hour requirements as specified in the appropriate College catalog, according to the catalog used for graduation policy stated below;
3. complete at the College a minimum of 25% of the total credit hours required in the curriculum;
4. have a grade point average of at least 2.0 in all courses attempted which are applicable toward graduation in the curriculum;
5. resolve all financial obligations to the College and return all library books and other materials;
6. complete a general education assessment instrument provided by the College during the semester of graduation (All DEGREE graduate candidates only).
7. maintain an updated address in our system by completing a "Change of Information" Form or via web. (*failure to do so, may result in lost diploma – no reorders of diploma if wrong address on file*)

CATALOG USED FOR GRADUATION:

Each new catalog becomes effective with the summer session of the year in which it is published. The catalog to be used to determine graduation requirements shall be either of the following, at the student's option:

- The catalog in effect at the time of the student's placement in the curriculum in which the student intends to graduate OR
- Any subsequent catalog, which came into effect while the student was enrolled in that curriculum at BRCC. If a student does not enroll at BRCC during two consecutive semesters excluding summer, the following contingencies apply:
- Graduation requirements shall be determined by the catalog in effect during the semester in which the student re-enrolls OR any catalog issued subsequent to the re-enrollment.
- The catalog to be used in certifying graduation requirements shall have been in effect no more than seven years prior the date of graduation.

LIST OF PLANS APPLICABLE FOR GRADUATION:

ASSOCIATE OF ARTS & SCIENCES DEGREE

College Transfer Teacher Education Option Computer Science Option

ASSOCIATE OF SCIENCE DEGREE

Engineering Option

ASSOCIATE OF APPLIED SCIENCE DEGREE

Accounting Business Management OR Business Management-Admin & Inform Opt.
Aviation Maintenance Tech Administration of Justice Information Systems Technology
Mechanical Design Computer & Electronics Tech OR Computer & Electronics Network Tech Option
Human Services Technical Studies-Manufacturing Veterinary Technology
Nursing: Traditional Option OR LPN Upgrade Option OR Commonwealth Nursing Option

DIPLOMA Automotive Analysis & Repair

CERTIFICATE

Health Science-Nursing; Health Science-Vet Tech; Health Science-Resp.Therapy; Health Science-Funeral Serv
Aviation: Airframe Maintenance Aviation: Powerplant Maintenance

CAREER STUDIES CERTIFICATE

American Sign Language	Advanced Conversational Spanish	Applications in Corrections
Applications In Law Enforcement	Automation in Manufacturing Egr	Basic Office Skills
Commercial Driving	Computer Aided Drafting	Computer Applications for Prof
Computer Network Tech	Computer Science	Computer Help Desk
E-Commerce for Small Business	Entrepreneurship	Gerontology
Graphic Design	Greenhouse Mgmt.	Horticulture
Information Technology	Intro to 2-Dimensional Art	Intro to 3-Dimensional Art
Leadership & Supervision	Medical Coding-Hospital	Light Sprt Aircraft Mechanic
Manufacturing Mgmt & Productivity	Multimedia Develop & Integration	Quality Control
Quality Improvement	Veterinary Assisting	Web Design & Development

REMOVE THIS SHEET AND KEEP FOR FUTURE REFERENCE