

- 1 Download and open this form with Adobe viewer software to complete and save.
- 2 For Award Quarter: Fall Winter Spring Summer Year 20_____

3

Student ID# First Last

4 **Print exactly how your name should appear on diploma**

First Middle Last

5 **For Transfer degrees – you must visit the Counseling and Advising Center to apply.**
Note: Liberal Arts degrees – students may earn only one (1) Liberal Arts degree at De Anza.

AA AS -----

CHOOSE your major from the drop-down list. If you major is not listed, please see a counselor.

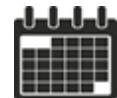
If meeting major requirements from an old catalog year, enter the year here: _____
 Please visit the Counseling and Advising Center if you have any questions. ex. 2014-15

6

Requirements in progress	Term	Any additional documents needed for your application?
		• Approved course substitution petitions (submit before applying)
		• <i>Child Development, Health Tech., and Massage Therapy</i> majors: attach a copy of front and back of current First Aid & CPR (write your ID# on copy)
		• <i>Communication Studies</i> majors: attach approved Specialty Area description
		• Official transcript <i>not yet</i> evaluated: school _____

Note: this could delay your application

- 7 **Applying and timeline**
- a) Confirm your degree completion status in DegreeWorks; check with a counselor if you need assistance.
- b) Apply during the quarter in which you will complete all of your degree requirements.
- c) Application due dates: Fall – December 1st, Winter – March 1st, Spring – June 1st, Summer – August 1st
- d) Submit completed application to evaluationsda@deanza.edu, the Admissions and Records office, the Admissions and Records drop box, or your counselor.



e) *Timeline*: the final degree review, award and issue process begins *after* the quarter ends. The process takes approximately three (3) months to complete; after that time eligible students will be emailed about diplomas.

8 **Student Agreement**

I agree to notify the Evaluations Office at evaluationsda@deanza.edu of any changes to this application. I understand must complete any required in-progress courses. It is my responsibility to **submit another application** if I do not fulfill the requirements pending. I understand that if it is found that I am eligible for any other degrees or certificates, they could also be awarded along with the degree indicated. If I do not want additional awards, I will contact the Evaluations Office.

I agree. _____ Date _____
 sign or type your name

Evaluations Office Only				
	Units	GPA		
De Anza				
Transfer				
Foothill				
Total				

PTK: No Yes

Honors N/A 1 2 3

Award date: _____

Verified by: _____

Date verified: _____