

LETTER OF COMPLETION

A student who has completed all the requirements for graduation may request a letter of completion from the Office of Academic Affairs at any time during the semester, except while degrees are being conferred during the last two weeks preceding the degree conferral date as published in the academic calendar. The student will not receive their diploma until grades are reported by the Office of the Registrar, usually within four to six weeks after the end of the semester or term. Form G704 Request for Letter of Completion is used to initiate the request.