

## **DEGREE COMPLETION or STATUS LETTER REQUEST**

Letters are not be provided to students who have a current **HOLD** on their record.  
Degree Completion letters are not provided after the release of official Transcripts with posted award(s).  
Expect **TWO DAYS** to process your request.

### **Degree COMPLETION Letter** (requirements MET)

This letter is used as proof of degree completion and pending award status.

1. Must have an Application for Degree on file.
2. Plan of Study grades must be posted.
3. Terminal Activity must be completed and recorded in Self-Service.

**Go to: “Student Tools” tab in Self-Service to **view your DEGREE EVALUATION.****  
Please be certain that all degree requirements are displayed as “MET” before placing request.