

# LETTER OF COMPLETION

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A student who has completed all the requirements for graduation may request a letter of completion from 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. The Request for Letter of Completion is used to initiate the request.

This letter is not for visa purposes for students or their families.

Letters of completion cannot be provided after students have been awarded their degree.