Application Procedures for the Associate Degree

Allan Hancock College may automatically issue associate degrees and certificates of achievement to students who fulfill requirements.

Students who are identified as completing or nearly completing associate degree and general education requirements will be notified via myHancock email each summer, fall, or spring semester and provided information regarding the completion of their program and have the ability to opt out of receiving the award. Students may check with a Hancock counselor to determine if they are on the auto-award list.

For students who have attended other colleges or universities and have transferred units to Hancock, please adhere to these instructions:

1. Students must submit an application in order to receive a degree. The Application for a Degree form is available in the Counseling office, and at the Vandenberg SFB and Lompoc Valley Center offices. The form is also available online within the Counseling department public webpage. The first date to apply for for a degree is the first day of classes of the semester in which the student will graduate. The last date to apply for a degree is listed on the academic calendar, available on the college website.
2. Students applying for an associate degree must first see a counselor for a preliminary requirement check. The application must have the signature of a counselor before it will be accepted for final evaluation by the Admissions and Records office.
3. All course requirements must be completed on or before the final day of classes for the semester in which the student submits an application for a degree.
4. External courses, grades, and units used to meet requirements for the associate degree must be from an accredited college/university. Official copies of all transcripts from other colleges attended must be on file in the Hancock Admissions and Records office before an application for a degree may be submitted.
5. All units and grade points from all colleges attended will be used in the calculation of the graduation grade point average (GPA).
6. GPA for graduation is a cumulative GPA. If all college work is at Hancock only, student's GPA is calculated with all Hancock credit course grades. If student attended other colleges or universities, the graduation GPA is cumulative of all course work at Hancock and all other colleges. This GPA does not appear on their Hancock transcript, as the Hancock transcript only shows the GPA from Hancock.
7. To be considered for an honors annotation on the transcript and diploma, students must have a cumulative GPA of 3.50 to 3.99. All college units are used in the honors GPA calculation. If students have a cumulative GPA of 4.00 they will receive a high honors annotation on their transcript and diploma.
8. Students are notified in writing of their graduation status by the Admissions and Records office, only if there is a deficiency.
9. Students will be notified via email from Parchment, a third party company, informing them when their digital diploma/certificate and paper diploma/certificate will be available. Diplomas are mailed within three months of the end date of the semester in which the degree was earned.

Students who do not satisfy the requirements for the degree for which they have applied must submit a new application during a later filing period.

Students who have questions regarding degree requirements may contact the Counseling department at 805-922-6966 ext. 3293 or by email at: counseling@hancockcollege.edu.

Students who have not received their diploma, as outline in step nine above, may contact the Admissions and Records office at 805-922-6966 ext. 3288 or 3277 or by email at diplomas@hancockcollege.edu.