



Linn State Technical College APPLICATION FOR GRADUATION

To be Completed by the Student

LEGIBLY PRINT NAME EXACTLY AS IT SHOULD APPEAR ON DIPLOMA

First Middle Last

Permanent Telephone Number

Student ID Number

Diplomas are mailed approximately six weeks after graduation. Where should we mail it to you?

Address _____

City _____ State _____ Zip _____

If new, should this address be used for all future correspondence from LSTC? Yes No

If yes, when should we update our records? Now After graduation

Permanent (not your LSTC) e-mail address: _____

Graduation Term & Year: December _____ May _____ August* _____

*August graduates who want to walk in the May ceremony must complete the back side of this form.

Do you plan to participate in the May graduation ceremony? Yes No

Diploma Applying for: AAS Degree Certificate

Major and Option/Emphasis: _____

Complete the back page of this form only if you are not completing all graduation requirements before participating in the commencement ceremony.

Student Signature _____ Date _____

GRADUATION REQUIREMENTS (condensed from the catalog; see the catalog for complete wording)

- ★ Complete all required exit assessment tests (ex. CAAP)
- ★ Meet minimum GPA requirements for your program as defined in the catalog
- ★ Complete Employment Survey w/Career Services
- ★ Clear all financial obligations to the college (Library, Business Office/Cashier)
- ★ Earn CPR & Safety certification if CTG major
- ★ Pass one industry certification if NST major
- ★ Complete Financial Aid exit interview if you have student loans.
- ★ Complete SEM 105 if applicable.

For Academic Records Office Use

_____ App entered into CARS

_____ The student meets all graduation requirements.

_____ Diploma mailed

_____ The student meets graduation requirements but has a hold.

_____ Grad date entered into CARS

_____ The student does not meet graduation requirements.

Registrar's Signature

Date

Petition to Participate in the May Commencement Ceremony

The Petition to Participate in the May Commencement form allows students to request permission to participate in the May commencement ceremony when not all academic graduation requirements have been completed. Students who are within 8 credit hours (or specific courses for MNT and PTA students) of meeting academic requirements for graduation may petition. *Students must complete all graduation requirements in the summer semester immediately following participation in the ceremony.*

Students must read and initial next to each of the following statements.

- _____ I understand that I will not actually be graduating and will not be receiving a diploma until all graduation requirements are met.
- _____ I understand that I am expected to complete my remaining requirements in the summer semester immediately following participation in the commencement ceremony.
- _____ I understand that I must pre-register for the remaining courses listed below and provide a copy of my summer schedule to the Registrar by May 1st.
- _____ I understand that I have to make arrangements with the Assessment Coordinator (NTC 203) for my exit test (ex. CAAP test).
- _____ I understand that I am required to wear the appropriate academic cap and gown for the ceremony.
- _____ I understand that I must get measured for the cap and gown.
- _____ I understand that I must complete a Financial Aid exit interview if I have student loans.

Coursework to be Completed During the Summer Semester

Course Number & Title	Institution where taking credit	Credit Hours <small>(cannot be more than 8)</small>

Student Signature	Date
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This student is approved to participate in the May Commencement Ceremony.

Registrar Signature	Date
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Assessment Coordinator Signature	Date
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Dean of Instruction	Date
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Copies: Department Chair Student