



Application for Graduation

Complete one form for **EACH** program and return to Student Records at LTC, 1290 North Avenue, Cleveland, WI 53015. Pay a **one-time** \$25 graduation processing fee.

The student below has completed or will register for the final courses needed to complete the program for graduation at the end of this semester. **IF GRADUATION REQUIREMENTS ARE NOT MET, you have to reapply each time you register for the last courses in your program(s).**

1) _____
Student ID number Birthdate Phone number

2) _____
Program Plan Number Associate Degree Technical Diploma

3) _____
Name as it is to appear on the diploma (**print clearly**)

4) _____
Address of where diploma should be sent

5) _____
City State Zip Code

6) Will you require any special accommodations to participate in the graduation ceremony? Yes No
If yes, please indicate the type of accommodation you will need or stop in the Student Records area. _____

7) Are you in a shared program? No Yes _____
Shared program school

8) Check when you plan to graduate.

<input type="checkbox"/> Summer 20 _____ ____ Will attend May ceremony ____ Will attend December ceremony ____ Will not attend ceremony	<input type="checkbox"/> December 20 _____ ____ Will attend ceremony ____ Will not attend ceremony	<input type="checkbox"/> May 20 _____ ____ Will attend ceremony ____ Will not attend ceremony
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To be eligible for graduation, the student is responsible for the following:

- Pay a **one-time** \$25 graduation processing fee.
- Complete all the program requirements with satisfactory grades.
- Submit an official transcript to LTC if taking courses at another college.
- Contact your counselor to document transfer of credit from your other college(s) to assure that your program requirements have been met.

YOUR GRADUATION DATE MAY BE DELAYED IF THE ABOVE IS NOT COMPLETED.

The graduates' names and programs are published in the newspaper by Lakeshore Technical College. If you do **NOT** want your information published or released to anyone, please contact Student Records to complete an *Instruction to Withhold the Release of Nonconfidential Information (form SS60)*.

Student signature Date

Counselor's signature (who has reviewed this student's transcript) Date

Comments _____

GRADUATION REQUIREMENTS

Students need to:

- Complete an Application for Graduation and pay the \$25 nonrefundable graduation processing fee. Return to Student Records.
 - Applications for Graduation should be completed before the start of the student's last semester.
 - The nonrefundable graduation processing fee can be paid by cash, check, or credit card.
 - Checks should be made payable to LTC.
 - Credit cards accepted include MasterCard and Visa.
- Submit transcript if also taking courses at other college(s)
- May graduates must complete the curriculum requirements by June 10.
- Summer graduates must complete the curriculum requirements by August 31.
 - Summer graduates can participate in either the May or December graduation ceremony.
- December graduates must complete the curriculum requirements by January 31.

NOTE: *If the graduation-processing fee is not paid, the student will not be coded as a potential graduate/graduate nor will the student receive the diploma. The fee covers the costs for calculating the plan GPA, degree/course verification, etc.*