



OFFICE OF ENROLLMENT SERVICES GRADUATION INFORMATION

PLEASE KEEP THIS COPY AS IT CONTAINS IMPORTANT INFORMATION

GRADUATION PROCESS

Completing this petition is required before you can graduate. Please submit this form to the One Stop Center (C304) in the Taubman Student Services Center, one semester prior to the semester you will graduate. Submitting the petition a full semester in advance will allow your academic department to conduct a degree audit. It will also act as a guide in determining if you have any outstanding coursework that has not been satisfied. Your college will notify you within 42 days of submitting the petition regarding outstanding coursework. Once your final semester grades are posted, Enrollment Services will request degree confirmation from your academic department. After receiving approval, Enrollment Services will conduct one last review of your transcript to assure all degree requirements have been satisfied. Then your degree will be posted on your transcript.

GRADUATION FEE

The graduation fee is due when the Graduation Petition is submitted. This fee covers the cost of the diploma, postage and the graduation audit. The graduation fee does not cover the cost of the cap and gown. The Graduation Fee is non-refundable fee and valid for ONE ACADEMIC YEAR ONLY or three (3) semesters from the date you petitioned. If you do not graduate with the degree(s) you are applying for within one academic year from the term you have petitioned and paid the graduation fee, you will be required to petition and pay the graduation fee again. You do not need to petition for your department to do an audit on your academic history.

EXIT COUNSELING (REQUIREMENT FOR U.S. FEDERAL STUDENT LOAN RECIPIENTS ONLY)

All students who have petitioned to graduate are required to complete the attached Exit Counseling confirmation form and submit it with your petition. Exit counseling is a requirement by the U.S. Department of Education that must be completed upon graduation by students that have received loans while attending LTU. You will be notified by the Office of Financial Aid of this requirement within 30 days after submitting your petition. Exit Counseling can be completed using this link http://www.ltu.edu/financial_aid/student_loans_entrance.asp then logging in. The results of the Exit Counseling quiz will be electronically sent to the Office of Financial Aid within 48 hours of completion. Failure to do so will result in your diploma not being released. For assistance please contact the Enrollment Services at (248) 204-2280.

DIPLOMAS

Diplomas traditionally mailed out six weeks after the traditional semester ends. If your address will be different after graduation, please be sure to update your address on BannerWeb before the diploma mailing dates listed below. Toronto and Vancouver diplomas are mailed to the campus site via UPS mail. **Please Note:** Diplomas will not be released by the dates listed below if you have any past due financial obligations (library fees, parking, tuition, and housing charges) and/or if you are a Federal Student Loan recipient and have not completed Exit Counseling.

◆ **FALL/DECEMBER DIPLOMAS:** *January 30th* ◆ **SPRING/MAY DIPLOMAS:** *June 30th* ◆ **SUMMER/AUGUST DIPLOMAS:** *September 30th*

COMMENCEMENT

For commencement information, please visit http://www.ltu.edu/registrars_office/commencement.asp. The Lawrence Technological University Commencement Ceremony is always on the third Sunday in May. You will receive an email correspondence that will provide you with details regarding Graduation and Commencement. Your cap and gown can be purchased through the Lawrence Tech Bookstore. Students wishing to attend commencement cannot do so without the proper attire.

Commencement attendance eligibility is determined by the Academic Year in which you will complete your degree program

- ◆ **Fall/December candidates** completing their degree program at the end of the Fall semester will attend commencement in the following Spring
- ◆ **Spring/May candidates** completing their degree program at the end of the Spring semester will attend commencement in the same year
- ◆ **Summer/August candidates** completing their degree program at the end of the Summer semester will attend commencement in the same year.

Please note: Summer/August candidates must have the following number of credit hours remaining in their degree program to be eligible to participate in the commencement ceremony:

- Undergraduate candidates:** a minimum of 15 credit hours or less to complete in your degree program
- Graduate candidates:** a minimum of 9 credit hours or less to complete in your degree program

HONORS ELIGIBILITY

For honors grade point average and credit hour requirements, please visit the Enrollment Services website at www.ltu.edu/registrars_office.



**OFFICE OF ENROLLMENT SERVICES
PETITION FOR GRADUATION**

DEADLINE TO SUBMIT THE PETITION FOR GRADUATION (TO AVOID LATE FEE)

- ◆ Deadline for candidates completing their academic program in FALL/DECEMBER: November 15th
- ◆ Deadline for candidates completing their academic program in SPRING/MAY: April 15th
- ◆ Deadline for candidates completing their academic program in SUMMER/AUGUST ATTENDING COMMENCEMENT: April 15th
- ◆ Deadline for candidates completing their academic program in SUMMER/AUGUST NOT ATTENDING COMMENCEMENT: July 15th

GRADUATION FEES

- ◆ Undergraduate or Graduate Degree: \$100
- ◆ Dual Degree(s) if completed in the Same Semester: Additional \$40 per degree
- ◆ Doctoral Degree: \$175
- ◆ Certificate: \$25
- ◆ UG/GR Late Fee: \$200
- ◆ Doctoral Late Fee: \$225

CIRCLE THE TERM IN WHICH YOU WILL COMPLETE YOUR ACADEMIC PROGRAM: FALL / SPRING / SUMMER YEAR _____

STUDENT/BANNER I.D. #

PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA.

Please place an asterisk (*) over each capital letter.

Please note: Legal documentation of name change is required (Ex. Copy of a Marriage License) if you are using a different name on your diploma than what appears on your University records.

FIRST NAME	MIDDLE NAME	LAST NAME
Address where we can reach you <u>now</u> .		
<u>Please Note: If your address will be different after graduation, please be sure to update your permanent address on Banner web before the end of the semester so that we can mail your diploma.</u>		
STREET	CITY	STATE
		ZIP CODE
DAYTIME PHONE	EVENING PHONE	PREFERRED E-MAIL

DEGREE INFORMATION

1. DEGREE (Please check one):		
<input type="checkbox"/> Associate <input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
MAJOR:	CONCENTRATION(IF APPLICABLE):	MINOR:
2. DEGREE (Please check one):		
<input type="checkbox"/> Associate <input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
MAJOR:	CONCENTRATION (IF APPLICABLE):	MINOR:
3. DEGREE (Please check one):		
<input type="checkbox"/> Associate <input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
MAJOR:	CONCENTRATION (IF APPLICABLE):	MINOR:

COMMENCEMENT INFORMATION

- ◆ Do you plan on attending the MAY Commencement Ceremony? Yes No
- ◆ Do you have any physical challenges which require special accommodations at commencement? Yes No



Office of Enrollment Services Exit Counseling Confirmation Form

All students who have petitioned to graduate are required to complete this form and return it to the Office of Financial Aid. Failure to do so will result in your diploma not being released.

Exit Counseling is a requirement by the U.S. Department of Education, for all Federal Stafford Loan and Perkins Loan borrowers, that must be completed upon graduation.

- YES, I received Federal Student Loan(s) while attending LTU.
- IMPORTANT NOTE: If you answered YES, in addition to turning in this form you are also required to complete online Federal Stafford Loan Exit Counseling (See instructions below).
- YES, I received Perkins Loan(s) while attending LTU.
- IMPORTANT NOTE: If you answered YES, in addition to turning in this form you are also required to complete online Perkins Exit Counseling (See instructions below).
- NO, I did not receive any Federal Student Loans or Perkins Loans while attending LTU and will not be required to complete the Exit Counseling requirement.

Name _____

LTU ID # _____

Social Security Number _____

Date of Birth _____

Expected Month of Graduation (circle one): FALL / SPRING / SUMMER

Year _____

Signature _____

Date _____

Federal Stafford Loan Program- Instructions for Online Exit Counseling

- Go to www.studentloans.gov
- Under "Tools and Resources" tab, click "Exit Counseling"
- You will be taken to www.nslds.ed.gov; Click "Exit Counseling" to begin
- The results of the Exit Counseling Quiz will be sent electronically to the Office of Financial Aid

Perkins Loan Program- Instructions for Online Exit Counseling

- You will receive an email from University Accounting Services (UAS) with instructions for completing online Perkins exit counseling
- The results of the Exit Counseling Quiz will be sent electronically to the Office of Financial Aid