

# GRADUATION APPLICATION

## How many credit hours should be completed before I apply?

Certificate Program – 6 or more credits

Associate Degree – 40 credits

Bachelor Degree – 75 credits

Graduate Degree - 18 credits

## What is the deadline to apply and when is my ceremony?

Graduation Term	Deadline to Apply	Participate in Commencement
May	December 15	Spring Ceremony (May) – Current Year
July (Attending Commencement)	December 15	Spring Ceremony (May) – Current Year
July (Not Attending Commencement)	April 15	N/A
December	July 15	Fall Ceremony (December) – Current Year

*Note: Late applications will be accepted for 2 weeks after the deadline with an extra \$30 late fee.*

**In order to accommodate all graduates and guests at the graduation ceremonies, a graduate is only allowed to attend the ceremony that corresponds with their graduating semester.**

## When is Commencement?

Please visit [ltu.edu/commencement](http://ltu.edu/commencement) for the latest information.

## What does the graduation application fee cover?

- The cost of the diploma and postage
- Degree processing
- Degree audit and verification from each department and the Registrar's Office.
- This fee is non-refundable and due at the time you submit your application.
- The graduation fee does not cover the cost of the cap, gown and tassel.
- Graduation Applications remain active for one academic year (three semesters). If you do not graduate within this allotted time your application will be removed and you will have to re-apply and pay.

## What can I expect after I apply?

- Your academic department will be notified that you have applied for graduation and complete a degree audit.
- After your final semester, your academic department will review your course history and formally notify Enrollment Services whether you have completed your graduation requirements.
- Enrollment Services conducts a final audit of University requirements and awards degrees.

## When will my diploma be mailed?

- Diplomas will be available for pick up at the One Stop Center approximately one month after the traditional semester ends. Please continue to monitor your LTU email for the pick-up dates. Diplomas which are not retrieved during the pick-up dates will be mailed to your permanent home address as listed in [BannerWeb](#). If your address will be different after graduation, please be sure to update your information on [BannerWeb](#) before the end of your final semester.
- Doctoral diplomas are printed with the assistance of an outside company, therefore delays are possible due to shipping.

## Important financial aid information:

- Federal loan borrowers: Federal regulations state that all borrowers are required to complete Exit Counseling. We encourage you to do so in a timely manner following graduation so you understand the rights and responsibilities of borrowing from the federal loan programs, repayment options to consider, and when repayment will begin.
- Federal Perkins Loan borrowers: You will be notified by University Accounting Services (UAS) with instructions for completing Federal Perkins Exit Counseling.
- Graduation is the final step in seeking a degree. If you are considering taking courses after graduation and require financial aid assistance, you **must be admitted to a new degree program**. Federal aid is for degree seeking students; Certificate programs and guest students are not eligible for financial aid. We strongly encourage you to contact Enrollment Services ([EnrollmentServices@ltu.edu](mailto:EnrollmentServices@ltu.edu)) for information about financial aid that may be available to you in a new degree program.

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## DEADLINE TO SUBMIT THE APPLICATION FOR GRADUATION (TO AVOID LATE FEE)

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

THE TERM IN WHICH YOU WILL COMPLETE YOUR ACADEMIC PROGRAM:      **FALL**      **SPRING**      **SUMMER**      **YEAR** \_\_\_\_\_

**Please Note: If term is not indicated, application will be entered for next available semester.**

<b>STUDENT NUMBER / BANNER I.D. #</b>
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## CONTACT INFORMATION

**PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA. Please place an asterisk (\*) over each capital letter.**

*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.

<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>LAST NAME</b>
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## ADDRESS INFORMATION

**PLEASE UPDATE YOUR PERMANENT ADDRESS IN BANNERWEB BEFORE THE END OF YOUR FINAL SEMESTER SO WE CAN MAIL YOUR DIPLOMA.**

## DEGREE INFORMATION

**PLEASE VERIFY THAT ALL MAJORS, MINORS AND CONCENTRATIONS LISTED BELOW APPEAR ON YOUR STUDENT RECORD BEFORE TURNING IN YOUR APPLICATION. INFORMATION NOT ON YOUR STUDENT RECORD MUST BE FORMALLY DECLARED USING A CHANGE OF CURRICULUM FORM. COMPLETE AN [UNDERGRADUATE](#) OR [GRADUATE](#) CHANGE OF CURRICULUM FORM, AS APPLICABLE.**

Check this box if you are in the Honors Program:

<b>DEGREE #1 (Please check one):</b>	<b>Associate</b>	<b>Certificate</b>	<b>Bachelor</b>	<b>Master</b>	<b>Doctorate</b>	<b>MINOR:</b>
<b>MAJOR:</b>			<b>CONCENTRATION (IF APPLICABLE):</b>			
<b>DEGREE #2 (Please check one):</b>	<b>Associate</b>	<b>Certificate</b>	<b>Bachelor</b>	<b>Master</b>	<b>Doctorate</b>	<b>MINOR:</b>
<b>MAJOR:</b>			<b>CONCENTRATION (IF APPLICABLE):</b>			
<b>DEGREE #3 (Please check one):</b>	<b>Associate</b>	<b>Certificate</b>	<b>Bachelor</b>	<b>Master</b>	<b>Doctorate</b>	<b>MINOR:</b>
<b>MAJOR:</b>			<b>CONCENTRATION (IF APPLICABLE):</b>			

## COMMENCEMENT INFORMATION

*Note:* December graduates attend the Commencement ceremony held in December of the same year. May and July candidates attend the Commencement ceremony held in May of the same year.

<b>Do you plan on attending the Commencement Ceremony?</b>	<b>Yes</b>	<b>No</b>
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<b>Do you have any physical challenges which require special accommodations at commencement?</b>	<b>Yes</b>	<b>No</b>
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