

2011-2012 Graduation Application

ID Number: _____

Program and Completion Date Information

~ Please select your program and anticipated degree completion date (below) ~

<input type="checkbox"/> TRADITIONAL			<input type="checkbox"/> ABE		
Fall	_____ 2011	_____ 2012	Fall	_____ 2011	_____ 2012
				_____ A1	_____ A2
				_____ A3	
Spring	_____ 2012	_____ 2013	Spring	_____ 2012	_____ 2013
				_____ A4	_____ A5
				_____ A6	
Summer	_____ 2012	_____ 2013	Summer	_____ 2012	_____ 2013
				_____ A7	_____ A8
				_____ A9	

Are you reapplying?

- Yes, I have applied previously for graduation.
 No, this is the first time I am applying.

Will you be using transfer credit not yet on your record to complete your degree? (Note: Check with your Advisor as to whether doing so requires a Petition of the "residency requirement".)

Yes
 No

Will you be participating in the 2011-2012 Commencement Ceremony, Saturday, May 12, 2012?

- Yes, HEIGHT: _____
 No

Personal Information - (NAME TO BE USED ON DIPLOMA / ADDRESS FOR MAILING @ 6 WEEKS AFTER CEREMONY)

First (PRINT CLEARLY) Middle and/or Maiden – (OPTIONAL) Last

Mailing Address for Diploma City State Zip

Home Phone: Area Code, Number Cell Phone: Area Code, Number Email Address

Academic Information

Check the certificate and/or degree you plan to receive: Catalog Requirement Year

Associate Degree:

Associate of Arts in General Studies _____
 Associate of Science in General Studies _____
 Associate in Applied Science in Cosmetology _____

Bachelor Degree:

BA in Liberal Arts _____
 BBA in Business Management _____
 BBA in Supply Chain & Logistics Management _____
 BGS in General Studies _____
 BS in Sport Management _____
 BS in Criminal Justice Studies _____
 BS in Health Services Administration _____
 BS in Tourism, Sport, and Hospitality Management _____

Signatures

It is the student's responsibility to secure the signature of an academic advisor, indicating the probability of the completion of graduation requirements for the term indicated.

Student Signature (signifies the above information is correct and that I have read the instructions on the back for completing this form) Date

Academic Advisor Signature: Date:



Instructions for Completing the Graduation Application

Each student seeking a degree must complete the formal **Graduation Application** in order to be considered a candidate for graduation. An **Application** is required in order to initiate the final audit process. Lincoln College **does not** charge a **Graduation Application** fee at this time.

How do I apply for graduation?

Complete the **Graduation Application** and set up an appointment to meet with your academic advisor for his or her review and signature. The advisor's signature serves to confirm the **probability** of your successful completion within the specified timeframe. The final determination of your degree conferral is made by the Registrar's Office.

When do I need to submit my application?

It is recommended that students apply for graduation when they reach the following benchmarks:

For 2-yr. degrees – Sophomore Status / 30+ earned credits.

For 4-yr. degrees – Senior Level Status / 90+ earned credits.

What happens after I submit my application?

Each student will receive a final degree audit letter from the Registrar's Office. All remaining conditions for successful program completion will be itemized in writing by the Registrar.

What if I have questions about my degree requirements after I apply to graduate?

Contact the Registrar's Office with questions regarding the Audit Letter.

Can I participate in Commencement even if I have not completed my degree requirements?

Since we currently have only one annual Commencement ceremony, yes, students may participate in the ceremony if they have submitted their **Graduation Application** AND if the student will (theoretically) be within 7 credit hours of completing the degree by the date of Commencement. This provision is available to enable Lincoln College summer students the opportunity of also participating in the Commencement ceremony during the same academic year in which their program is completed.

Does participating in Commencement mean that I automatically graduate?

Not necessarily! The Commencement ceremony is a celebration where graduation candidates are publicly recognized. In order to "graduate" means that all of the requirements for the degree have been successfully met and that the Registrar's Office has actually "conferred" the degree on the student's educational record, as expected. The final audit for your degree conferral occurs after the Commencement ceremony when all of the final grades have been processed. The diplomas are then ordered and shipped to the student – usually within 6 weeks of the student's last semester.

NOTE TO STUDENTS:

1. **All financial obligations to Lincoln College must be fulfilled before your final diploma can be shipped to you.**
2. **Students are urged to make a personal copy of the front and back sides of this Application before submitting it to the Registrar's Office.**