Graduation Application

This form is to be completed when students wish to inform the Registrar's Office that they are nearing completion of their intended program of study. The Registrar's Office will then conduct a degree audit and inform the student, in writing, of any specific requirements remaining to be completed.
Students are advised to print and retain a copy of this application for their own records.

PROGRAM COMPLETION DATE INFORMATION

Please indicate your anticipated degree completion date below.

Anticipated Graduation Date   Year [   ]   Term [   ]   Sub-Term [   ]

Needed only for ABE and Graduate Students.

PERSONAL INFORMATION

ID Number [   ]

Name
(as you wish it to appear on your diploma) [   ]

Diploma Mailing Address (# and Street) [   ]

City [   ]   **State** [   ]   **Zip Code** [   ]

Phone # [   ]   **Email** [   ]

Please include an email address that you will continue to use after graduation.

ACADEMIC INFORMATION

Catalog Year [   ]   **Degree (Major)** [   ]   **Minor** [   ]

2nd Degree (Major)
(if double major or dual degree candidate) [   ]

2nd Minor [   ]

Concentration [   ]

ADDITIONAL INFORMATION

Are you re-applying? [   ]

Will you be using transfer credit not yet on record to complete your program of study? [   ]

If you answered "Yes" above, please check with your academic advisor as to whether transferring additional coursework will require a petition of the residency requirement.

Do you plan to participate in the Commencement Ceremony for which you are judged eligible?

☐ No, I do not plan to participate in a Commencement Ceremony.

☐ Yes. *(Note: If responding "Yes", please include your height and weight measurements for your cap and gown order.*

Height [   ]   Weight [   ]   Intended Commencement Ceremony: May, [   ]

Student Signature _____   Date Completed _____

Advisor Signature _____   Date Completed _____

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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 established. The final determination of your degree conferral is made by the Registrar's Office.

When do I need to submit my application?
Traditional Program Students: **See the most recent Graduation Application for the deadline dates appropriate to your program. It is strongly suggested that you do not wait for the deadline date to submit your application. Forms received after the stated applicable deadline will be considered only on individual merit … between the Advisor and the Registrar.**
Accelerated Program Students: **It is recommended that students apply for graduation when they reach Senior Level Status or 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 your academic Advisor or 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 released.**
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.**