Graduation Application

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)	March 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

When is Commencement?

Please visit ltu.edu/commencement for the latest information or email Graduation@ltu.edu for inquiries.

***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. No exception. If your application is submitted after February 1st (for Spring/Summer applicants) or after August 1st (for Fall applicants), your name is **not** guaranteed to be in the Commencement program.*

How many credit hours should be completed before I apply?

- Associate Degree: 40 credits
- Certificate Program: 6 or more credits
- Bachelor Degree: 75 credits
- Graduate Degree: 18 credits

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, tassel or any other accessories for commencement
- 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 the fee again.

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 a 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 EnrollmentServices@ltu.edu for information about financial aid that may be available to you in a new degree program.

Graduation Application

Lawrence Tech
Enrollment Services

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**: March 15th

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

STUDENT ID NUMBER (BANNER ID): _____

STUDENT NAME:

_____   _____   _____
            First Name   **Middle Name**   **Last Name**

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 if you are using a different name on your diploma than what appears on your University records.

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.

HONORS PROGRAM: ☐

Please Note: Checking this box means you are a member of the Honors Program and taking specific Honors Courses coordinated by the Honors Department. This option is NOT related to your GPA or Academic Honors (Summa Cum Laude etc.) which are awarded automatically for eligible students.

DEGREE #1 (Please check one): ☐ **Associate** ☐ **Bachelor** ☐ **Master** ☐ **Doctorate**
MAJOR: _____   CONCENTRATION (if applicable): _____   MINOR: _____

DEGREE #2 (if applicable): ☐ **Associate** ☐ **Certificate** ☐ **Bachelor** ☐ **Master** ☐ **Doctorate**
MAJOR: _____   CONCENTRATION (if applicable): _____   MINOR: _____

DEGREE #3 (if applicable): ☐ **Associate** ☐ **Certificate** ☐ **Bachelor** ☐ **Master** ☐ **Doctorate**
MAJOR: _____   CONCENTRATION (if applicable): _____   MINOR: _____

COMMENCEMENT INFORMATION:

1. Do you plan on attending the Commencement Ceremony?   ☐ YES   ☐ NO

2. Do you have any disabilities or special needs that might require additional assistance or accommodations for the commencement ceremony (ex., wheelchair, ramp access, service animal, etc)? For more detailed information visit https://www.ltu.edu/current-students/assistance.asp.   ☐ YES   ☐ NO

**Please note: Emotional Support Animals (ESAs) and pets are strictly prohibited.

If you select yes, the Office of Disability Services will reach out to you to discuss.

Turn Page Over →

Graduation Application Cont.

Lawrence Tech
Enrollment Services

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**: March 15th

I understand that there is a graduation fee due at the time I submit my application as indicated above. I further understand that the Graduation Fee is a non-refundable fee that is good for ONE ACADEMIC YEAR ONLY (3 semesters from the date I applied). I also understand that if I do not graduate with the degree(s) I am applying for within one academic year from the term I have applied and paid the graduation fee, that I will be required to apply and pay the graduation fee again. I further understand if I have applied after the deadline, I run the risk of not making my information available to be published in the Commencement Program or receive ceremony tickets.

I further understand that graduation is the final step in seeking a degree. If I am considering taking courses after graduation and require financial aid assistance, I understand that I 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. (Please contact Enrollmentservices@ltu.edu for more information about financial aid that may be available to you in a new degree program.)

STUDENT SIGNATURE (Handwritten Signature Required)   **DATE**

Graduation Fees and Payment Information
Select all that apply

Undergraduate or Graduate Degree : **$150**

Dual Degree(s) Add on if completed in the same semester: **$40 per additional**

Certificate with Degree Add on: **$25**

Doctoral Degree: **$225**

Late Fee: $30 (required after deadline has passed)

Method of Payment: (Please check one):

☐ *Cash (Only at the One Stop)* ☐ *Money Order* ☐ *Check* ☐ *Visa* ☐ *Mastercard* ☐ *Discover* ☐ *AMEX*

Credit Card Number: **Exp. Date:**   **Amount authorized to be charged:**

Credit Card Billing Address (Only required if paying remotely):   **Billing Zip Code:**

STUDENT SIGNATURE (Handwritten Signature Required)   **DATE**

<u>**OFFICE USE ONLY:**</u>
Fee Posted and Charged: ☐ YES   ☐ NO   Date and Initials:

Send Completed form to Enrollmentservices@ltu.edu or deliver it to the One Stop Center | 248-204-2280