



APPLICATION FOR DEGREE OR CERTIFICATE

Student: See Catalog and reverse of this form for details on requirements. Complete the reverse side with your faculty advisor and turn in the completed application and checklist to Enrollment Services. Attach a copy of the degree audit used to meet requirements.

Student Name _____ Date of Birth _____
 Student ID No. 885- _____ Phone No. _____
 Street Address _____ City _____
 State, Zip Code _____ Email _____

Please PRINT your name clearly as it will appear on the degree or certificate: _____

Quarter of anticipated graduation (your final quarter):

Fall Winter Spring Summer Year: _____

Program Name: _____

Catalog year used: _____

Applying for (check and Attach Degree Audit report for all that apply):

Bachelor of Technology Associate of Applied Science Degree Certificate of Proficiency
 Certificate of Completion High School Diploma*

How would you like your degree or certificate delivered to you?

Mail it to address above Notify me when I may pick it up at LWIT

Survey: Download the DOC Survey at http://www.LWIT.edu/Documents/Administrative/Surveys/Degree_or_Certificate_Survey.docx. Information from the DOC survey is used to assess student experiences and helps us to improve the quality of the institution. Completed applications and surveys should be submitted to Enrollment Services (W201).

Deadlines to file for graduation:

- First day of registration for your final quarter. Applications submitted by this date will receive a preliminary evaluation verifying that you are on track to graduate.
- Second week of your final quarter. Applications submitted after this date may not be processed by the end your final quarter.

Signature of Student

Date _____

For Enrollment Services Use Only

*Students who are 21 years of age or older who do not have a high school degree/diploma are eligible to receive a high school diploma after completing the requirements for an Associate of Applied Science Degree.

COMPLETE CHECKLIST ON REVERSE WITH YOUR FACULTY ADVISOR

DEGREE OR CERTIFICATE COMPLETION CHECKLIST

Student and Advisor: *Complete the following checklist before submitting application for degree or certificate.*

Check:

1. Required courses to be sure all requirements are met with a minimum grade of 2.0 and no more than one quarter of requirements remain.
2. Attach Degree Audit report (go to www.lwtech.edu then select current students, student toolbox, degree audit)
3. Missing grades on transcript have been replaced with actual grades (if not contact instructor).
4. Repeated classes have been coded as repeats (if not, attach a note to this checklist).
5. Incomplete grades have been replaced with actual grades (if not contact the instructor).

Faculty advisor (please print)

Faculty advisor signature – Required

Date

Deadlines to file for graduation:

- First day of registration for your final quarter. Applications submitted by this date will receive a preliminary evaluation verifying that you are on track to graduate.
- Second week of your final quarter. Applications submitted after this date may not be processed by the end your final quarter.

General information:

- Minimum credits for any degree or certificate: 90 credits for AAS, OR 45 credits for Cert. of Proficiency OR as required for other certificates.
- Minimum credits for student's specific program: Student has the credits required to graduate.
- Residency: 30% of technical courses AND final quarter taken at LWIT (but – 100% of technical courses at LWIT for Cert. of Completion).
- General education: At least 20 credits for AAS OR 15 for Cert. of Proficiency – individual programs have specific, published requirements.
- Technical course grades must each have a grade of at least 2.0.
- General education grades: at least 2.0. (There may be exceptions for courses taken before Winter 2001 – contact Enrollment Services).
- Waivers or substitutions have been approved by dean and filed with Enrollment Services.
- Discuss commencement: To attend commencement, please fill out the Application for Commencement form found in Enrollment Services. Students are strongly encouraged to attend and bring friends and family to the annual June commencement ceremony.

Disclaimer: (1) *The official program sheet and Catalog supersede this checklist in case of discrepancies.* (2) *Degree Audit may incorrectly accept transfer courses for a Certificate of Completion.* (3) *In case of a discrepancy or error on the checklist, in Degree Audit, or in the advising process, the registrar (or delegate) determines approval or denial of graduation.* (4) *A completed checklist does not guarantee graduation, but greatly improves likelihood of graduation.*