



LAKE WASHINGTON TECHNICAL COLLEGE

# 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 LWTC

**Survey:** Download the DOC Survey at [http://www.lwtc.edu/Documents/Administrative/Surveys/Degree\\_or\\_Certificate\\_Survey.docx](http://www.lwtc.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 \_\_\_\_\_

<b>For Enrollment Services Use Only</b>

**\*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.lwtc.ctc.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 LWTC (but – 100% of technical courses at LWTC 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.