



# Application for Graduation

Complete one form for **EACH** program and return to Student Records at LTC, 1290 North Avenue, Cleveland, WI 53015.

The student below has completed or will register for the final courses needed to complete the program for graduation at the end of this semester. **IF GRADUATION REQUIREMENTS ARE NOT MET, you have to reapply each time you register for the last courses in your program(s).**

1) Student ID \_\_\_\_\_ Birthdate \_\_\_\_\_ Phone Number \_\_\_\_\_

2) \_\_\_\_\_  Associate Degree  Technical Diploma  
Program

3) \_\_\_\_\_  
Name as it is to appear on the diploma (**print clearly**)

4) \_\_\_\_\_  
Address

5) \_\_\_\_\_  
City State Zip Code

6) Email Address \_\_\_\_\_

7) Will **you**, the potential graduate, require any special accommodations to participate in the graduation ceremony?  Yes  No  
If yes, please indicate the type of accommodation **you** will need or stop in the Student Records area. \_\_\_\_\_

8) Are you in a shared program?  No  Yes \_\_\_\_\_  
Shared program school

<input type="checkbox"/> <b>July/August 20</b> _____ (year) ____ Will attend May ceremony ____ Will attend December ceremony ____ Will not attend ceremony	<input type="checkbox"/> <b>December 20</b> _____ (year) ____ Will attend ceremony ____ Will not attend ceremony	<input type="checkbox"/> <b>May 20</b> _____ (year) ____ Will attend ceremony ____ Will not attend ceremony
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**To be eligible for graduation, the student is responsible for the following:**

- Complete all the program requirements with satisfactory grades.
- Submit an official transcript to LTC if taking courses at another college and have not had a complete one sent.
- Contact your counselor to document transfer of credit from your other college(s) to assure that your program requirements have been met.

**YOUR GRADUATION DATE MAY BE DELAYED IF THE ABOVE IS NOT COMPLETED.**

The graduates' names and programs are published in the newspaper by Lakeshore Technical College. If you do **NOT** want your information published or released to anyone, please contact Student Services to complete an *Instruction to Withhold the Release of Nonconfidential Information (form SS60)*.

\_\_\_\_\_  
Student signature Date PTK Member  Yes  No

\_\_\_\_\_  
Counselor/advisor signature (who has reviewed this student's transcript) Date

Comments \_\_\_\_\_

**Students need to:**

- Complete an Application for Graduation before the start of the student's last semester.
- Submit transcript if you are taking or have taken courses at other college(s)
- May graduates must complete the curriculum requirements by June 10.
- Summer graduates must complete the curriculum requirements by August 31.
  - Summer graduates can participate in either the May or December graduation ceremony.
- December graduates must complete the curriculum requirements by January 31.