APPLICATION FOR GRADUATION

Application Due Dates:
December 1st for Spring and Summer; May 1st for Fall
(Go to www.lec.edu/graduates for more information)

APPLICANT’S NAME ____________________________________________ Student ID Number ______________
(Please print how you wish your name to appear on your diploma)

Major(s) __________________________ Minor(s) __________________________ Concentration(s) ______________________

Degree: □ BA □ BS □ BFA □ MEd □ MBA □ MSPAS

Semester of degree completion: Fall ________ Spring ________ Summer ________ Year ________ Year ________ Year ________

DO YOU PLAN TO ATTEND THE COMMENCEMENT CEREMONY? (circle one) Yes ☑ No ☐

If “Yes” (which ceremony) May ☑ December ☐ (height for regalia order) __________

If you are a veteran, please indicate in which branch of the military you served. __________________________

*Participants receive 4 tickets for the Commencement ceremony.

If you are an education major and plan on continuing into a licensure/endorsement program, please complete the following and the education department will review your record for eligibility.

Program of interest: __________________________ Semester of enrollment: __________________________

CORRECT MAILING ADDRESS:

Street Address __________________________________________________________

Cell or Home Telephone with Area Code __________________________

City __________________________ State ________ Zip Code ________

E-Mail (this will be our way of contacting you regarding graduation) __________________________

Please Check One Option: (If you have a hold on your account, we cannot release your diploma)

☐ I will pick up my diploma in the Registrar’s Office or at the Commencement ceremony

☐ I would like my diploma mailed to the above address

GRADUATION FEE: You will be billed the $150 Graduation Fee regardless of participation in Commencement.

__________________________________________ __________________________
Signature Date

FOR OFFICE USE ONLY

Registrar’s Office Verification __________________________

Date application received in Registrar’s Office: __________________________

☐ Upon successful completion of your Summer / Fall / Spring ________ coursework, you will be all set to graduate.

☐ You have the following requirements yet to complete __________________________

☐ We need your official ________________ transcript by ________________ in order to confer your degree.

Institution __________________________ Date __________________________

☐ Your requirements are met and your degree will be conferred at the end of this semester.

Registrar’s Office Signature __________________________ Date __________________________