



## Office of the Registrar - Petition for Graduation

**“PLEASE KEEP THIS PAGE FOR YOUR RECORDS”**

### Graduation Process

Completing this petition is required before you can graduate. **Please submit this form to the One Stop Center (C304) of the Taubman Student Services Center, one semester before your anticipated graduation date.** Submitting the petition **a full semester ahead** of your anticipated graduation date will allow your academic department to conduct a degree audit and will also let you know of any coursework that has not been satisfied. You will be notified by your college within 30 days of submitting the petition to graduate regarding your degree audit. Once all your final semester grades are posted, the Office of the Registrar will request degree confirmation from your academic department. After receiving approval, the Office of the Registrar will conduct one last review of your transcript to assure all degree requirements have been satisfied, then, your degree will be posted on your transcript.

### Graduation Fee

**THE GRADUATION FEE IS DUE AT THE TIME OF APPLICATION.** This fee covers the cost of the diploma, diploma frame, postage, and the graduation audit. The graduation fee does not cover the cost of the cap and gown. The Graduation Fee is non-refundable fee and is good for ONE ACADEMIC YEAR ONLY (3 Semesters from the date you petitioned). If you do not graduate with the degree(s) you are applying for within one academic year from the term you have petitioned and paid the graduation fee, you will be required to petition and pay the graduation fee again.

### Exit Counseling (REQUIREMENT FOR U.S. FEDERAL STUDENT LOAN RECIPIENTS ONLY)

**All students who have petitioned to graduate are required to complete the attached Exit Counseling confirmation form and return it to the Office of Financial Aid.** Exit counseling is a requirement by the U.S. Department of Education that must be completed upon graduation by students that have received loans while attending LTU. Failure to do so will result in your diploma not being released. You will be notified by the Office of Financial Aid of this requirement within 30 days after submitting your petition. To complete the Exit Counseling, please visit [http://www.ltu.edu/financial\\_aid/student\\_loans\\_entrance.asp](http://www.ltu.edu/financial_aid/student_loans_entrance.asp) and log in. The results of the Exit Counseling quiz will be electronically sent to the Office of Financial Aid within 48 hours of completion. For questions, please contact the Office of Financial Aid at (248) 204-2120.

### Diplomas

Diplomas are mailed approximately one month after the traditional semester ends. **If your address will be different after graduation, please be sure to update your address on Bannerweb before the diploma mailing dates listed below.** Toronto and Vancouver diplomas are mailed to the campus site via UPS mail. **Please Note: Diplomas will not be released by the dates listed below if you have any past due financial obligations (library fees, parking, tuition, and housing charges) and/or if you are a U.S. Student Loan recipient and have not completed Exit Counseling.**

◆ December diplomas: January 30th

◆ May diplomas: June 30th

◆ August diplomas: September 30th

### Commencement

**For commencement information, please visit [http://www.ltu.edu/registrar\\_office/graduation\\_info.index.asp](http://www.ltu.edu/registrar_office/graduation_info.index.asp).** In March and early April, you will also receive correspondence that will provide you with details regarding Graduation and Commencement. Students attending the commencement ceremony will receive a graduation package **the first week of May** that includes commencement information.

### Eligibility

◆ December graduates: Attend May commencement in the new year

◆ May graduates: Attend commencement in the same year

◆ August graduates: Attend commencement in the same year. **August graduates** are required to only have the following number of credit hours remaining to participate in commencement:

**Undergraduates:** 15 credit hours or less

**Graduates:** 9 credit hours or less

### Honors Eligibility

For honors grade point average and credit hour requirements, please visit the Office of the Registrar website at [www.ltu.edu/registrar\\_office](http://www.ltu.edu/registrar_office).



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- ◆ December Deadline: November 15th ◆ May Deadline: April 15th ◆ August (Attending Commencement) Deadline: April 15<sup>th</sup>  
 ◆ August (Not Attending Commencement) Deadline: July 15<sup>th</sup>

Graduation Fee

- ◆ Undergraduate or Graduate Degree: \$75
- ◆ Certificate: \$25.00
- ◆ Doctoral Degree: \$150
- ◆ Dual degree(s) completed in the same semester: Additional \$40 per degree

**Expected Month of Graduation (Please circle one): December / May / August Year \_\_\_\_\_**

Student I.D. #
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**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 (Ex. Copy of a Marriage license) if you are using a different name on your diploma than what appears on your University records.

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
Address where we can reach you now. Should the address denoted below update your current address on your University record? <b>Yes / No</b>		
<b><u>Please Note: If your address will be different after graduation, please be sure to update your permanent address on Banner web before the end of the semester so that we can mail your diploma.</u></b>		
<b>Street</b>	<b>City</b>	<b>State</b>
<b>Zip Code</b>		
<b>Daytime Phone</b>	<b>Evening Phone</b>	<b>Preferred E-mail</b>

Degree Information

<b>1. Degree (Please check one):</b>		
<input type="checkbox"/> Associate <input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
<b>Major:</b>	<b>Concentration(if applicable):</b>	<b>Minor:</b>
<b>2. Degree (Please check one):</b>		
<input type="checkbox"/> Associate <input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
<b>Major:</b>	<b>Concentration (if applicable):</b>	<b>Minor:</b>
<b>3. Degree (Please check one):</b>		
<input type="checkbox"/> Associate <input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
<b>Major:</b>	<b>Concentration (if applicable):</b>	<b>Minor:</b>

Commencement Information

- ◆ Do you plan on attending the May commencement ceremony?  Yes  No
- ◆ Do you have any physical challenges, which may require special accommodations at commencement?  Yes  No



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Employment Information

Are you employed in a position related to your major, and will this opportunity extend beyond graduation? Yes No
If NO, a Career Services staff member will contact you to set up an appointment to review your job search plans.

Additional Information Required

The following information regarding high school graduation and residency is required for Lawrence Technological University to qualify for the Degree Reimbursement Program under Act. No. 75 of the Michigan Public Acts of 1974.

Did you attend High School or receive your GED in the State of Michigan? Yes No

If YES (please answer the following questions):

Table with 2 columns and 2 rows: City of Residence while in School, Name of School, Graduation Date, School City

If NO (please answer the following questions):

Were you a Michigan resident at least 12 months prior to first enrolling in your degree program at Lawrence Tech? Yes No
If originally from another state or country, indicate the month and year you became a Michigan resident:

I understand that there is a graduation fee due at the time of 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 semester from the date you petitioned). 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 petitioned and paid the graduation fee that I will be required to petition and pay the graduation fee again.

Student Signature (required): Date:

Authorization and Payment

\$25 (Certificate) \$75 (One degree) \$115 Dual degree(s) completed in the same semester \$150 (Doctoral degree)

Method of Payment (Please check one):

Cash (only acceptable in person) Money Order Check Visa MasterCard Discover

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

Student Signature (authorizes credit card): Date:

OFFICE OF THE REGISTRAR USE ONLY: Fee Posted and Charged (Check One): Yes No Date and Initials:
Address and E-mail Entered in Banner (Check One): Yes No Date and Initials:
Petition Entered in Banner (Check One): Yes No Date and Initials:



**EXIT COUNSELING CONFIRMATION FORM**

All students who have petitioned to graduate are required to complete this form and return it to the Office of Financial Aid. Failure to do so will result in your diploma not being released.

\_\_\_\_\_ Yes, I received Federal Student Loans while attending LTU and have completed the Exit Counseling Requirement.

- If Yes, in addition to turning in this form, you are also required to complete Exit Counseling online (See instructions below).

\_\_\_\_\_ No, I did not receive Federal Student Loans while attending LTU and will not be required to complete the Exit Counseling Requirement.

\_\_\_\_\_  
Name \_\_\_\_\_  
LTU ID#

Social Security Number \_\_\_\_\_

Expected Month of Graduation (Circle one): Dec / May / Aug \_\_\_\_\_  
Year

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

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**Federal Stafford and Perkins Loan Programs  
Instructions for Online Exit Counseling**

Exit counseling is a requirement by the U.S. Department of Education for all Federal Stafford and Perkins loan borrowers that must be completed upon graduation.

- To complete Exit Counseling, simply log on to [www.ltu.edu/financial\\_aid](http://www.ltu.edu/financial_aid) and click the following:
  1. Student Loans
  2. Entrance / Exit Counseling
  3. Exit Counseling
  4. Create a new account
- Follow the instructions as provided.
- The results of the Exit Counseling quiz will be electronically sent to the Office of Financial Aid within 48 hours of completion.

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Web: [www.financialaid.ltu.edu](http://www.financialaid.ltu.edu)