



CARL ALBERT STATE COLLEGE

Graduation Application



Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

Instructions: Please complete and return to the Office of Admissions before the due date. Submit one application per degree. Applications are due November 1 for Fall Graduation, April 1 for Spring Graduation, and July 1 for Summer Graduation. Summer graduates who plan on participating in Commencement must have Application on file by April 1. Commencement is held once a year in May.

For information on graduation, commencement, ordering cap/gown and regalia, see www.carlalbert.edu >Admissions>Graduation.

Graduation Term:	<input type="radio"/> SUMMER 20_____	<input type="radio"/> FALL 20_____	<input type="radio"/> SPRING 20_____
ID Numbers:	CASC ID		SOCIAL-SECURITY-NUMBER
Contact Numbers:	CELL PHONE		E-MAIL

Full Name:	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
Mailing Address:	MAILING ADDRESS	CITY	STATE	ZIP CODE
Degree & Major:	(DEGREE - check one) <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Associate of Science <input type="checkbox"/> Associate of Applied Science <input type="checkbox"/> Certificate		MAJOR	PROGRAM CODE (SEE REVERSE)

Please answer the following questions, only if appropriate for you to do so. Otherwise, leave blank.

TRANSFER CREDITS: HAVE YOU ATTENDED ANOTHER COLLEGE? IF SO, THEN, LIST ALL COLLEGES PREVIOUSLY ATTENDED BY <u>NAME & STATE</u> .
TEST CREDITS: HAVE YOU EARNED COLLEGE CREDITS BY AP, CLEP, OR MILITARY? IF SO, THEN, LIST THOSE <u>TEST(S)</u> TAKEN.
TRANSCRIPT REQUEST: AS A COURTESY, THE OFFICE OF ADMISSIONS WILL MAIL YOUR OFFICIAL TRANSCRIPT TO ANOTHER COLLEGE (LIST CITY & STATE) OR EMPLOYER (LIST NAME & ADDRESS) <u>AFTER YOUR DEGREE IS CONFERRED</u> AT THE END OF THE TERM. IF SO, THEN, WRITE IN THE INFORMATION BELOW.

Read/Sign: With my signature, I understand that my graduation depends on completing all requirements for degree completion, including 1) a minimum 2.00 Ret/Grad GPA, 2) all required coursework, and 3) minimum cumulative credit hours per published degree plan. Further, I understand that my tuition/fees balance and all HOLDS must be removed prior to receiving my diploma.



Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Courses required to complete degree:	<< <input type="radio"/> Pre-approve <input type="radio"/> Deny >>	Comments:	Mailing
_____	_____	_____	Diploma
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Graduation - General Rules & Procedures

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The following general rules apply to all graduate candidates:

1. It is the student's responsibility to understand and meet requirements for graduation, and to apply for graduation.
2. A student who is a candidate for a degree must file an official Graduation Application, complete all requisite courses, and earn the requisite number of cumulative credit hours and Retention/Graduation GPA of 2.00 or higher.
3. To earn a degree from Carl Albert State College, 15 credit hours must be completed in residence at CASC.
4. Students must pay all tuition and fee charges and remove all holds before a diploma issued.
5. Final official transcripts from all colleges attended must be on file in the Office of Admissions prior to applying for graduation.
6. Degree or certificate programs may be awarded in *accordance to published catalog and degree plans* approved by CASC that is in effect at the time of entry or re-entry. Program requirements remain in effect for continuous enrollment (except summer term).
7. A second degree may be earned when 1) an additional 15 credit hours are completed above the first degree, 2) core courses in second degree are unduplicated in previous degree(s), and 3) all courses *REQUIRED IN THE MAJOR* are completed.
8. Physical education activity, zero-level, repeated, reprieved, or renewed courses may not be counted toward the credit hour requirement of any program.
9. Through the *Reverse Transfer* initiative, students may earn their degree from CASC without being currently enrolled. Students who exit CASC without earning their associates degree and have earned hours at other college(s), may submit those transcripts to CASC for degree award evaluation. Students must apply for Graduation and have earned a minimum 15 cr-hrs with CASC.
10. Former CASC students may earn a degree from CASC without being currently enrolled when all requirements to earn a degree are met and application was not made. However, only eligible, current programs may be considered for degree conferral.
11. No graduation fee is required to earn a degree from Carl Albert State College.

The following explains general procedures for all graduate candidates:

1. Students who wish to participate in May commencement ceremonies must make Application for Graduation by April 1, including summer term graduate candidates.
2. The Registrar will notify applicants by CASC Student Email if their graduation has been approved or denied with reason for denial.
3. The Graduation Committee will mail a letter to candidates (during month of April) inviting them to participate in **commencement**.
4. Commencement is held once a year in May. (see www.carlalbert.edu > Admissions > Graduation or Course Schedule/Dates).
5. Caps, gowns, tassels, and other items may be ordered through the Viking Bookstore at the Poteau or Sallisaw campus locations.
6. Once final grades are recorded at the end of the term, a final degree review is conducted and degree award is approved or denied. The student will be notified by CASC Student Email if degree is awarded or denied (typically 1-2 weeks after classes end).
7. Students will be notified by CASC Student Email when diplomas arrive (typically 6-8 weeks after classes end) and available for pick-up in the Office of Admissions. Diplomas not picked up are mailed to the student's address per Graduation Application.
8. Honors are based on Retention/Graduation GPA, where Highest Honors (4.00-3.75), High Honors (3.74-3.50), and Honors (3.49-3.25). Phi Theta Kappa recognition is by membership (see PTK Counselor). Honors will be noted on the diploma and recognized at commencement. Honor cords may be purchased from the Bookstore and PTK cords from the PTK counselor.
9. Veterans may wear the Military Honor Cords featuring Red, White, & Blue cording. (see VA Coordinator for Military Honor Cords).
10. The table below lists active degrees and programs offered by Carl Albert State College. Program codes are in parenthesis.

Questions on final degree check, graduation evaluation, or diploma may be directed to the Registrar/Office of Admissions at 918-647-1300.

Questions on Commencement may be directed to Mr. Bill Gann at 918-647-1215.

CASC Degrees and Programs

I. Associate of Arts, AA Business Administration AA (006) Child Development AA (055) Computer Information Systems AA (060) Enterprise Development (675) General Studies (039) Health, Physical Education & Recreation AA (016) Pre-Elementary Education AA (013) Pre-Law Criminal Justice AA (030) Social Science AA (036) Sociology/Psychology AA (037)	II. Associate of Science, AS Allied Health AS (032) Biological & Pre-Professional Sciences AS (031) Enterprise Development (676) Mathematics, Physical Science & Pre-Engr AS (029)	Nursing AAS (041) Occupational Health & Safety AAS (107) Physical Therapist Assistant AAS (051)
	III. Associate of Applied Science, AAS Applied Technology AAS (056) Child Development AAS (012) Computer Technology AAS (040)	IV. Certificates, C Child Development C (048) Child Development/Director's Certificate C (065) Child Developmental Infant Toddler C (066) Physical Therapist Aide C (067)