

FALL 2009

CREENTIAL APPLICATION GUIDELINES

Application Period August 17 – October 2

Student Responsibilities:

- Complete **ALL** information on the application.
- Meet with your advisor to review and determine that you have met requirements for your degree, diploma, or certificate (credential).
- Enroll for and complete any additional course requirements your advisor indicates you need for the credential.
- **REQUEST YOUR ADVISOR OBTAIN THE DIVISION CHAIR'S SIGNATURE AND SUBMIT YOUR COMPLETED APPLICATION TO THE OFFICE OF THE REGISTRAR BY THE DESIGNATED DEADLINE. APPLICATIONS NOT RECEIVED BY THE DESIGNATED DEADLINE WILL NOT BE PROCESSED UNTIL THE FOLLOWING TERM.**
- Return the Graduation Information Request Form that will be mailed to you shortly after you have submitted your application.
- Resolve all financial obligations to the College and return all materials, including library books.
- Insure that your most current mailing address and telephone number are on file in Office of the Registrar.
- Order your cap and gown from the GCTC Bookstore when notified (Fall graduates are invited to participate in the commencement ceremony held at the end of Spring Semester 2010.)

HIGH SCHOOL AND COLLEGE TRANSCRIPTS

Satisfaction of degree requirements may depend upon transfer credit from another College. **You are responsible for assuring that transcripts from other colleges are on file in the Office of the Registrar two weeks prior to the last day to apply for graduation for any given semester.** If you are receiving an associate degree, a copy of your high school transcript must be on file in the Registrar's Office before your credential will be awarded.

Advisor Responsibilities:

- Meet with the student to review and determine that requirements for the degree, diploma, or certificate (credential) have been met or will be met with fall enrollment.
- For each degree, diploma, or certificate program attach documentation to the application, indicating the student has satisfied or will satisfy graduation requirements in the program plan(s) upon completion of all work in progress or planned. The documentation should include a copy of the completed Program Plan, a printout from PeopleSoft of the PS Grades tab found under KCTCS Student Information/KCTCS Student Records/Advisors/PS Student Information/PS Grades, test/transfer panel (if applicable), and any signed and completed course substitution forms or waivers (if applicable).
- Sign the credential application and forward to the appropriate division chair for approval.

Division Chair Responsibilities:

- After reviewing the application and determining that the documentation attached, including course substitutions and waivers, indicates that this student has satisfied or will satisfy graduation requirements in the program plan(s) upon completion of all work in progress, sign the application and forward to the Registrar's Office.

Registrar's Office Responsibilities:

- Audit the application and supporting documentation to ensure the student meets KCTCS credential requirements.
- Consult with Division Chair and/or Advisor to resolve any questions concerning eligibility.
- Notify the applicant of eligibility status following the review.
- Order and distribute the degree/diploma/certificate to the graduate.

FALL 2009 APPLICATION FOR DEGREE/DIPLOMA/CERTIFICATE

APPLICATION TO BE COMPLETED BY CANDIDATES FOR CREDENTIALS

Please complete this application in full and meet with your faculty advisor to review your eligibility to graduate. Your faculty advisor will attach documentation to this form indicating the courses required to graduate and how you have satisfied each of those course requirements. Separate documentation must be attached for each degree, diploma, or certificate. **If the application is incomplete or illegible, it will be returned to you for additional processing.**

I will complete my final requirements in *FALL* 2009 (Fall Graduation Application Period August 17 – October 2)

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE PROCESSED UNTIL THE FOLLOWING TERM.

Please print your name **CLEARLY AND EXACTLY** as you wish it to appear on your degree/diploma/certificate.

Name: _____

First

Middle

Last

Mailing Address: _____

IMPORTANT: All correspondence concerning your credential will be mailed to this address, unless you notify the Admissions Office of an address change.

SSN: _____ Home Phone: _____ Work Phone: _____ Student ID: _____

I AM APPLYING FOR:

Associate Degree: Plan Name: _____
(24 credits must be completed in KCTCS and 25 percent curriculum credits completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 required to graduate.)

Diploma: Plan Name: _____
(25 percent of the curriculum credits must be completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 required to graduate.)

Certificate: Plan Name: _____
(25 percent of the curriculum credits must be completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 in the coursework required in the certificate program.)

Signature of Student **Date**

On the basis of a review of the attached documentation of course requirements satisfied, this student has satisfied or will satisfy graduation requirements in the program plan(s) upon completion of all work currently in progress or planned.

Signature of Academic Advisor **Date**

Signature of Academic Division Chair **Date**

Office Use Only: High school diploma/GED for Associate verified by: _____ Residency Requirement verified by: _____ Applied By: _____ Date: _____ GPA: _____ Audit By: _____
