

Important Information for Graduate-Level Students

Planning to Graduate:

- **YOU MUST APPLY FOR GRADUATION.** Complete a self-auditing curriculum form for your degree program and turn it in to the Registrar's Office **with** the official application for graduation. A \$100.00 application fee is due and payable at the time of application for graduation. Self-audit forms are available on the Registrar's page of the LC website. If you do not apply, no diploma will be ordered for you.
- **THERE IS A DEADLINE TO APPLY FOR GRADUATION.** The deadline is the end of the second week of the semester immediately prior to the anticipated graduation. Deadline dates are listed on the top of the application. For example: If you plan to graduate in May, you must apply in August. If you plan to graduate in August, you must apply before January.
- **THERE IS A LATE FEE IF YOU DO NOT MAKE THE DEADLINE.** The late fee is \$100, meaning you will pay the \$100 application fee *plus* the \$100 late fee.
- **YOUR DIPLOMA WILL NOT BE AVAILABLE UNTIL COMMENCEMENT.** If you need documentation of the degree conferred prior to that time you may request an official transcript from the Office of the Registrar at a cost per transcript (\$5 each online or \$10 in person). The transcript lists both the degree and date of conferral. Transcripts may be requested online or in person. *Please note all fees must be paid and holds removed before transcripts can be released.* We do not automatically mail diplomas to you. You must make a request IN WRITING to have a diploma mailed to you after commencement. Additional fees may be applicable.
- **GRADUATION REHEARSAL IS NOT OPTIONAL.** You are expected to attend. If you cannot attend due to circumstances beyond your control, please send an email containing your name, your LC ID number and your extenuating circumstance (in detail, with all the documentation you have available) to registrar@lacollege.edu.
- **YOU ARE EXPECTED TO PARTICIPATE IN COMMENCEMENT.** There is an additional \$100 handling fee assessed to students who do not participate in and pick up his/her diploma at commencement. The receipt for payment must be attached to the diploma request made at the Office of the Registrar before the request will be processed. *Please note all fees must be paid and holds removed before diplomas can be released.*

This is a summary of the policies outlined in the Graduate Catalog.