

Graduation Application

INSTRUCTIONS: Complete Application. Save to your hard-drive. Email/Attach File and send to graduation@carlalbert.edu.

Students will earn their degree when all courses required to earn that degree are completed and a minimum 2.00 GPA Ret/Grad is earned. It is important to pay your account balance and remove all HOLDS prior to receiving your diploma and official college transcript. --- All correspondence from the Registrar will be sent to student's EMAIL. (CASC and personal as specified below).
 Direct any questions to the Registrar, Office of Admissions, 918-647-1307.

Student Information: *(confirms name and address for diploma printing and mailing)*

CASC Student ID#: _____

First name: _____

Middle name: _____

Last name: _____

Suffix: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Cell phone number: _____

Email address: _____

Degree Information: *(confirms degree award intention and diploma printing and mailing)*

Graduation Semester/Year *(Check One)*: Spr 2023 Sum 2023 Fall 2023

Degree: _____

Major: _____

Program code: _____

Transcript Request: *(optional)* _____

Please know that you may request the Office of Admissions mail your official transcript to another college or employer after your degree is conferred. If so, then, complete the *Transcript Request* line with the College name, city, and state; or Agency Name with full address, city, state & zip code.



Signature: _____ Date: _____

For signature, type in your full name in the box above. Save Application to hard-drive. Email/Attach File to graduation@carlalbert.edu. Optional, fax to 918-647-1306

FOR OFFICE USE ONLY

APPROVE DENY

Comments:

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| <p>SGRD Record:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table> | | | | | | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table> | | | | | | | | |
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Mailing

Diploma

Graduation – Rules & Guidelines

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

The following general rules apply to all graduate candidates:

1. It is the student's responsibility to complete all requisite courses and credit hours, and earn a minimum Ret/Grad GPA of 2.00.
2. To earn a degree from Carl Albert State College, 15 credit hours must be completed in residence at CASC.
3. Degree or certificate programs are 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).
4. A second degree may be earned when 1) an additional 15 credit hours are completed above the first degree and 2) all core courses required in second degree are completed and unduplicated from previous degree(s).
5. Physical education activity, zero-level, repeated, reprieved, or renewed courses may not be counted toward degree completion.
6. A course grade of "C" or better is required to award the degrees of AAS in Nursing and AAS in Physical Therapist Assistant.
7. 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 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 of 15 cr-hrs with CASC.
8. Students must pay all tuition and fee charges and remove all holds before a diploma issued.
9. Final official transcripts from all colleges attended must be on file in the Office of Admissions prior to applying for graduation.
10. Carl Albert State College does not charge a fee for graduation.

The following explains general procedures for all graduate candidates:

1. The online Graduation Application found in the student's *myCarlAlbert* Self-Service will be activated by Registrar who has pre-approved student for graduation. (find Graduation Overview and open Graduation Application)
2. In their *myCarlAlbert* portal account, eligible graduating students will confirm the spelling of their name, mailing address, participation in Commencement, record the number attending Commencement, confirm mailing address, and other details
3. The Registrar's Office will notify applicants by EMAIL of graduation pre-approval or denial with reason for denial. Students should check their CASC Student EMAIL for correspondence and graduation status updates.
4. **In-Progress:** students are currently enrolled in semester course(s) but have not completed it for a final, letter grade.
Pre-Approval: students have applied for Graduation, but are currently completing In-Progress coursework.
Graduate Candidate: student has been pre-approved for graduation and eligible to earn their degree/certificate once In-Progress courses are successfully completed with passing letter grade.
Graduate: student has successfully completed course and program requirements, and been awarded their degree/certificate.
5. Summer Graduates who wish to participate in May commencement ceremonies must make Application by April 1.
6. By April, the Graduation Committee will EMAIL to all degree candidates an **Invitation to Participate** in Commencement.
7. **Commencement** is held once a year in May, and the Saturday prior to the last day of classes (i.e. last day of finals week) of the spring term. Date of Commencement is published in the Academic Calendar.
8. **Cap & gown**, tassels, cords, and other graduation items may be ordered through the Viking Bookstore at the Poteau or Sallisaw locations. (Poteau Bookstore 918-647-1390 || Sallisaw Bookstore 918-775-6977 ext 2212 || <https://bookstore.carlalbert.edu>)
9. **HONOR Distinctions:** Highest Honors (4.00-3.75), High Honors (3.74-3.50), and Honors (3.49-3.25).
10. **Degree Award.** Once final grades are recorded at end of the term, a final review is conducted and degree award is approved or denied. The student will be notified by EMAIL about degree award or denial, typically within one week following after term ends.
11. **Diplomas.** Students will be notified by EMAIL when diplomas arrive for pick-up, or mailed if not picked-up (4-6 wks after term ends).
12. **Questions** concerning final degree/graduation evaluations may be directed to the Registrar at 918-647-1307.
13. **Questions** concerning Commencement may be directed to Mr. Bill Gann at 918-647-1215.

CASC Degrees and Programs

| | | |
|--|---|---|
| I. Associate of Arts, AA Business Administration, AA Child Development, AA Computer Information Systems, AA Criminal Justice, AA Enterprise Development, AA Exercise Science & Personal Training, AA General Studies, AA Health, Physical Education & Recreation, AA History, Political Science, Pre-Law, AA Pre-Elementary Education, AA Sociology/Psychology, AA | II. Associate of Science, AS Allied Health, AS Biological & Pre-Professional Sciences, AS Enterprise Development, AS Mathematics, Physical Science & Pre-Engr, AS III. Associate of Applied Science, AAS Applied Technology, AAS Child Development, AAS Computer Technology, AAS Cybersecurity, AAS Digital Media Technology, AAS Nursing, AAS Occupational Health & Safety, AAS Physical Therapist Assistant, AAS | IV. Certificates, C Child Development, Cert Child Development/Director's Certificate, Cert Child Developmental Infant Toddler, Cert Physical Therapist Aide, Cert Hospitality and Event Management, Cert Law Enforcement Procedures, Cert Occupational Skills, Cert Organizational Leadership, Cert Social Services Assistant, Cert |
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