Graduation Application

INSTRUCTIONS: Please complete and return completed application to the Office of Admissions in person, by fax at 918-647-1306, or by scan to graduation@carlalbert.edu. All correspondence will be sent to student's CASC Student Email.

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. Student should pay account balance and remove all HOLDs prior to receiving your diploma and official college transcript.

Direct 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 intention; degree information and program code are listed on next page.)*

Graduation Semester & Year:
(Write in Year) ☐ SUMMER _____ ☐ FALL _____ ☐ SPRING _____

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 <u>after</u> 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 OFFICE USE ONLY

☐ APPROVE ☐ DENY Initials: _____ Date: _____

Comments:

List courses required to complete degree:

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 apply for graduation with either the paper Application for Graduation or online Graduation Application (current students, *myCarlAlbert* access), complete all requisite courses and credit hours, and earn a 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. 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).
5. 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).
6. Physical education activity, zero-level, repeated, reprieved, or renewed courses may not be counted toward degree completion.
7. A course grade of "C" or better is required to award the degrees of AAS in Nursing and AAS in Physical Therapist Assistant.
8. 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.
9. Students must pay all tuition and fee charges and remove all holds before a diploma issued.
10. Final official transcripts from all colleges attended must be on file in the Office of Admissions prior to applying for graduation.
11. Carl Albert State College does not charge a fee for graduation.

The following explains general procedures for all graduate candidates:

1. Summer Graduates who wish to participate in May commencement ceremonies must make Application by April 1.
2. The Registrar's Office will notify applicants by CASC Student Email of graduation approval or denial, and provide updates. Active student's myCarlAlbert portal account will be activated when graduation is approved and requirements are met.
3. During month of April, the Graduation Committee will EMAIL to all degree candidates an *Invitation to Participate* in Commencement.
4. Commencement is held once a year in May, and the Saturday prior to finals week of the spring term (see Academic Calendar).
5. Caps, gowns, tassels, cords and other items may be ordered through the Bookstore at the Poteau or Sallisaw campus locations.
6. **HONOR Distinctions:** Highest Honors (4.00-3.75), High Honors (3.74-3.50), and Honors (3.49-3.25).
7. 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 EMAIL about degree award or denial, typically within two weeks following the last day of final exams.
8. Diplomas are printed off-campus. Students will be notified by EMAIL when diplomas arrive for pick-up, or mailed if not pick-up.
9. The table below lists active degrees and programs offered by Carl Albert State College. Program codes are in parenthesis.
10. *Questions* concerning final degree/graduation evaluations may be directed to the Registrar at 918-647-1307.
11. *Questions* concerning Commencement may be directed to Commencement Chair Michaela Thompson at 918-647-1431.

CASC Academic Degrees and Certificates

Academic Program, Degree/Certificate	Code	Academic Program, Degree/Certificate	Code
Allied Health, AS	AHS.AS	Health, Physical Education & Recreation, AA	HPER.AA
Applied Technology, AAS	ATECH.AAS	History, Political Science and Pre-Law, AA	HPSPL.AA
Biological & Pre-Professional Sciences, AS	BPS.AS	Mathematics, Physical Science & Pre-Engineering, AS	MPSE.AS
Business Administration, AA	BUSA.AA	Nursing, AAS	NUR.AAS
Child Development, AA	CD.AA	Occupational Health & Safety, AAS	OHS.AAS
Child Development, AAS	CD.AAS	Physical Therapist Assistant, AAS	PTA.AAS
Computer Information Systems, AA	CIS.AA	Pre-Elementary Education, AA	ELEM.AA
Criminal Justice, AA	CJ.AA	Sociology/Psychology, AA	SP.AA
Cybersecurity, AAS	CYBS.AAS	Child Development, Cert	CD.CERT
Digital Media Technology, AAS	DMT.AAS	Child Development/Director's Certificate, Cert	CDDC.CERT
Enterprise Development, AA	ENTD.AA	Child Developmental Infant Toddler, Cert	CDIT.CERT
Enterprise Development, AS	ENTD.AS	Physical Therapist Aide, Cert	PTA.CERT
Environmental Science Technology, AAS	ETS.AAS	Organizational Leadership, Cert	ORGL.CERT
General Studies, AA	GENS.AA	Social Services Assistant, Cert	SSA.CERT

AA=Associate of Arts • AS=Associate of Science • AAS=Associate of Applied Science • Cert=Certificate