



Graduation Application

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

INSTRUCTIONS: Please complete all requested information below; return completed Application to the Office of Admissions.

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)*: Fall 20____ Spring 20____ Summer 20____

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 OFFICE USE ONLY

APPROVE DENY Initials: _____ Date: _____

Comments:

List courses required to complete degree:

Mailing

Diploma



Graduation – Rules & Guidelines

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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 Application for Graduation, 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 EMAIL of graduation approval or denial with reason for denial. Students should check their CASC Student EMAIL for correspondence and graduation status updates.
3. During month of April, the Graduation Committee will EMAIL to all degree candidates an *Invitation to Participate* in **Commencement**.
4. Date of Commencement is published in the Academic Calendar, and on the Admissions > Graduation web site. Commencement is held once a year in May, and the Saturday evening prior to the last day of classes (i.e. last day of finals week) of the spring term.
5. Caps, gowns, tassels, and other items may be ordered through the Viking 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. **Cords of Honor:** Honor Distinctions and Phi Theta Kappa honors will be noted on the diploma and recognized at Commencement. HONOR CORDS may be purchased from the Bookstore; PTK CORDS from the PTK counselor. Veterans may wear the *Red, White, & Blue* MILITARY HONOR CORDS during Commencement (provided free of charge, see VA Coordinator).
8. 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.
9. Diplomas are printed off-campus. Students will be notified by EMAIL when diplomas arrive for pick-up, or mailed if not pick-up.
10. The table below lists active degrees and programs offered by Carl Albert State College. Program codes are in parenthesis.
11. **Questions** concerning final degree/graduation evaluations may be directed to the Registrar at 918-647-1307.
12. **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 (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) History and Political 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)	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) *Hospitality and Event Management (070) *Law Enforcement Procedures (073) *Occupational Skills (072) *Organizational Leadership (069) *Religious Study (068) *Social Services Assistant (071) *new 2018-2019
III. Associate of Applied Science, AAS Applied Technology AAS (056) Child Development AAS (012) Computer Technology AAS (040) Nursing AAS (041) Occupational Health & Safety AAS (107) Physical Therapist Assistant AAS (051)		