

FULL PROGRAM COMPLETER/GRADUATION CHECKLIST

Student Name: _____ Student Signature: _____

Program Name: _____ Student ID: _____

Instructor Signature: _____ Date: _____

TO BE COMPLETED BY STUDENT: Post Program Plans (Check all that apply.)

___ I have taken and passed a certification/licensure exam. Name of exam: _____

___ I am scheduled to take my certification/licensure exam. Date scheduled: _____

___ I have taken my certification/licensure exam but did not pass. Name of exam: _____

___ I have secured employment in a field related to my program of study. Employer: _____

___ I am still seeking employment.

___ I do not plan to work in a field related to my program of study.

___ **Complete Exit Survey (access online or in Student Services)**

TO BE COMPLETED BY INSTRUCTOR (Instructor Must Initial)

___ Post student's final grade

___ Submit a withdraw form

TO BE COMPLETED BY STUDENT SERVICES (Student Services Staff Must Initial)

___ Update student contact information

___ Verify full program completer status

TO BE COMPLETED BY REGISTRATION OFFICE (Building 8)

___ Clear any outstanding balances (Bookstore, miscellaneous fees and any financial aid obligations.) **Student will not be able to participate in graduation/pinning ceremony or receive a transcript/completion certificate if student has outstanding fees.**

___ If walking in graduation, student must pay graduation and/or pinning ceremony fees.