

**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: \_\_\_\_\_ Job Title: \_\_\_\_\_

\_\_\_ I am still seeking employment.

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

**TO BE COMPLETED BY INSTRUCTOR (Instructor Must Initial)**

\_\_\_ Will be graduating in:    December    May    (Circle one)

\_\_\_ Estimated Completion Date: \_\_\_\_\_

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

\_\_\_ Update student contact information

\_\_\_ Verify full program completer status (hours, testing, HS transcript, etc.)

\_\_\_ Verify Exit Survey is complete (Job Placement)

**TO BE COMPLETED BY REGISTRATION OFFICE (Building 8)**\_\_\_ Clear any outstanding balances (Bookstore, miscellaneous fees and any financial aid obligations.) **The 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 non-refundable graduation and/or pinning ceremony fees.