

# LEMOYNE-OWEN COLLEGE GRADUATION CHECK-LIST

## GRADUATING SENIORS - FALL 2016 / SPRING 2017

Please note your **DEADLINES** for each item on this check-list. There are deadlines for **FALL 2016** candidates AND deadlines for **SPRING 2017** candidates.

\_\_\_\_\_ **Submit LETTER OF INTENT TO GRADUATE to RECORDS OFFICE**

FALL 2016 GRADUATES DEADLINE: **June 15, 2016**  
SPRING 2017 GRADUATES DEADLINE: **October 15, 2016**

\_\_\_\_\_ **Pay \$125 non-refundable GRADUATION FEE**

FALL 2016 GRADUATES DEADLINE: **June 15, 2016**  
*After June 30, 2016, the graduation fee increases to \$150.00.*

SPRING 2017 GRADUATES DEADLINE: **March 1, 2017**  
*After March 1, 2017, the graduation fee increases to \$150.00.*

\_\_\_\_\_ **Pay ALL FEES (Library, Fiscal, Financial Aid and Credit for Prior Learning) in the Fiscal Office**

FALL 2016 GRADUATES DEADLINE: **June 30, 2016**  
SPRING 2017 GRADUATES DEADLINE: **April 14, 2017**

\_\_\_\_\_ **Submit COMPLETED GRADUATION PACKET to the Records Office. Only completed packets will be accepted.**

FALL 2016 GRADUATES DEADLINE: **Close of Business December 2, 2016**  
SPRING 2017 GRADUATES DEADLINE: **Close of business, April 14, 2017**

### GRADUATION PACKET CONTENTS

- \_\_\_ Completed Graduation Application
- \_\_\_ Completed Graduating Senior Survey
- \_\_\_ Completed Financial Aid- Exit Interview
- \_\_\_ Financial debt clearance form containing signatures from **all** areas, including Financial Aid, Fiscal Office, the Library, and Alumni Affairs.
- \_\_\_ Graduation fee receipt

\_\_\_\_\_ **Order caps and gowns ONLINE at [jostens.com](http://jostens.com) by **MARCH 26, 2017!****

The **FINAL DAY** for consideration as a **FALL 2016** graduation candidate is **JUNE 30, 2016**.

The **FINAL DAY** for consideration as a **SPRING 2017** candidate is **MARCH 1, 2017**.