Hennepin Technical College™

APPLICATION FOR AWARD
Degree, Diploma, Certificate

Please submit this form to the Registrar's Office **ONE TERM PRIOR** to the term in which you intend to complete your award requirements. Watch for posted deadlines.

Tech ID / StarID: _____ Date: _____

Your award will be issued with your name as currently listed in the Minnesota State Student Record System. If your name has changed, you must submit a Student Information Change form, along with required documentation, to the Enrollment Services Office at either campus.

Student Name:_____
LastName *FirstName* *MiddleName*

You must submit one Application for Award form for each degree, diploma, or certificate for which you are applying.

I expect to receive: ☐ A.S. Degree ☐ A.A.S. Degree ☐ Diploma ☐ Certificate

At the conclusion of: ☐ Fall Term ☐ Spring Term ☐ Summer Term of 20_____

In the following major:

I will be using the items checked below to meet the requirements for this award: *(Additional steps may be required)*

☐ Transfer credits from another Institution ☐ Test Out ☐ Course Substitution

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Audit Results: The results of your graduation audit will be emailed to your MyHennepinTech student email account.

Award Mailing: Your award will be mailed approximately 10-12 weeks after the conclusion of the term in which you graduate. Degrees, Diplomas, and Certificates are ordered 3 times/year (Summer, Fall, Spring) after requirements have been verified. Since your award will be mailed, it is important to check your student account in eServices to confirm that your mailing address is correct. Please update, if necessary.

Commencement Ceremony: Each year one formal commencement ceremony is held at the end of Spring Semester (attendance is optional). Refer to the HTC website for ceremony information and deadlines.

☐ I would like to participate in the commencement ceremony in May. *If you check this box, a non-refundable $10 commencement fee will be added to your student account to cover the cost of your cap & gown. You must pay this balance before the ceremony date.*

Student Signature: Date:

Program Faculty Advisor:
By signing this form, I certify that I have met with the above named student to review the award requirements as noted above, and I recommend that the student submit an Application for Award form.

Printed Name: Signature: Date:

For Office Use Only

☐ **Application Approved:** ☐ All course requirements have been met ☐ With successful completion of in-progress courses

☐ Priority Registration Approved for: ☐ Summer Term ☐ Fall Term ☐ Spring Term of 20_____

☐ **Application Denied*:** ☐ One or more course requirements have not been met ☐ 2.0 GPA requirement has not been met

☐ Refer to eServices to view your Interactive Degree Audit Report (DARS)

Comments:

***Students who do not meet award requirements in the term of this application must reapply.**

Results Authorized By: Date: *Major ID#:*

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