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Kacena One Horn, Deputy  
Carrie Sitting Up, Assistant

Dear Future Oglala Lakota College Graduates,

Graduation Ceremony is held once a year, and applications are due October 1<sup>st</sup> and March 1<sup>st</sup>. This allows time for substitutions for program changes and course planning for the spring semester. Students are required to have a minimum of a cumulative GPA of a 2.0 for all undergraduate degrees. However, the Master degrees and the Bachelors in Education require a 3.0 cumulative GPA. Students are responsible for following up on their application and registering for their final courses. All graduation requirements stated on the status sheet must be met. Please read the following instructions provided for your G.A.P. and online graduation application.

### Step 1. Graduation Academic Plan (G.A.P.) Instructions:

1. Update your status sheet with your counselor and department chair.
2. ONLY list your final courses that pertain to your degree that you need to graduate.
3. List all course substitutions and change of grades if any.
4. Attach Praxis Scores or Opt Out Form for BA/BS Education graduates only.
5. All Courses are used once on status sheet.
6. Submitting G.A.P. with missing signatures could result in a denied application.
7. Print out or Save As PDF

### Step 2. Online Graduation Application Instructions:

1. Students must log in to their OLC email account to complete the online graduation application.
2. Upload updated status sheet and completed G.A.P. to their online application.
3. Attach required forms if any, such as: Course Substitutions, Praxis Scores or Praxis Opt Out.
4. Failure to follow the instructions may result in an incomplete application and will be denied.

You will be notified by email regarding the verification of your graduation application. If you do not hear from the registrar's office within 2 weeks, please contact your counselor and department chair. Late applications will be forwarded to next year's graduation.

Thank you for choosing Oglala Lakota College for your educational pursuits.

Best Regards,  
Registrar's Office

**Note: this page this is for your records but you must upload page 2 to your online application.**



# Oglala Lakota College Graduation Academic Plan

Name: First name, Last name (as it will appear on your diploma)	Student ID#	Classification (Fr, So, Ju, Se, Gr.)	Gender	Tribe
P.O. Box, City, State, Zip Code	Praxis? Y/N or In Progress Attach Opt-Out Form or Scores	Semester FA, SP	Center	
Degree: (Include emphasis area if it applies)				

Only list courses that pertain to the degree status sheet for the fall term

Crs Code & Section Ex: Engl 103.04	Hrs. 3	Course Title Composition I	Center PH	Reg. Use Only

Only list courses that pertain to the degree status sheet for the spring term

Crs. Code & Section	Hrs.	Course Title	Center	Reg. Use Only

List Course Substitutions or change of grades needed: \_\_\_\_\_

Student Signature	Date
Center Staff Signature	Date
Department Chair Signature	Date

Registrar's use only

Date Conferred \_\_\_\_\_ Cum GPA \_\_\_\_\_ Cum HRS \_\_\_\_\_ Registrar's Initials \_\_\_\_\_