

SPRING 2019 CREDENTIAL APPLICATION GUIDELINES

Due Date:

- Friday, March 22, 2019
- Submit applications to the Gateway Student Records Office, Edgewood Campus
- Gateway Commencement Ceremony is May 16, 2019. Spring 2019 graduates will be invited to participate. Watch the Gateway website and your email for updates.

Student Responsibilities:

- Complete **ALL** information on the application. Submit original document. (Email or fax are not accepted.)
- Meet with your faculty advisor to determine requirements for your degree, diploma, or certificate have been met.
- Confirm that your most current name, mailing address, and telephone number are in your Student Self-Service account. **The name and contact information in your Student Self-service account is what will appear on your credential(s) and where the credential(s) will be mailed.**
- Confirm all transcripts (college and high school or GED) are on file in the Registrar's Office. **Your credential(s) will not be awarded if these are not on file.**
- Resolve all financial obligations to the College and return all materials.

Advisor Responsibilities:

- Complete a degree audit to determine that requirements for the degree, diploma, or certificate (credential) (including residency and GPA) have been met or will be met with current classes.
- For each degree, diploma, or certificate program attach documentation* to the application, indicating the student has satisfied or will satisfy graduation requirements in the program plan(s) upon completion of all work in progress.

***The documentation should include a copy of the completed degree audit you have been using for the student.**

- **Attach any completed and signed course substitution forms or waiver emails (if applicable).**
 - **NOTE:** A course substitution form must be done for any course that is being used to replace another course. If the course you want to use to fulfill a requirement is not on the program plan, a course substitution form needs to be completed. Writing in the course to be used as the substitute course is not sufficient.
- Sign the credential application.

Residency Requirements for Credential(s):

Associate Degree: 25 percent of the total credits for the credential completed at Gateway. Minimum cumulative GPA of 2.0 required to graduate.

Diploma: 25 percent of the total credits for the credential completed at KCTCS. Minimum cumulative GPA of 2.0 required to graduate.

Certificate: 25 percent of the total credits for the credential completed at KCTCS. Minimum cumulative GPA of 2.0 in the coursework required for the certificate.

