



---

## College Exit/Job Placement

---

Original Adoption: June 1, 2007  
Effective Date: June 1, 2007  
Last Revision: August 21, 2014

---

Student Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Program: \_\_\_\_\_

Last Term of Attendance: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Completion/Exit Date: \_\_\_\_\_ Total Program Hours Earned to Date: \_\_\_\_\_

Was student dually enrolled in High School?

Yes  No

Are you receiving any type of financial aid?

Yes  No List: \_\_\_\_\_

Check if student also exited from the following: GED Developmental Studies STEP

### EXIT LEVEL

- Graduate (A Job Placement Form must be submitted for all completers and graduates.)
- Associate Degree  Technical Diploma
- Certificate
  - TCA (Technical Competency Area); applied course or series (1-12 credit hours)  
Name of TCA \_\_\_\_\_
  - CTS (Certificate of Technical Studies) (21-33 credit hours) BOR recognized CTS  
Name of CTS \_\_\_\_\_
- No Award (A Job Placement Form must be provided for the student's file).

### REASON FOR EXIT

Documented evidence of the following must be provided for the student's file.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Employment – Related     | <input type="checkbox"/> Employment – Unrelated | <input type="checkbox"/> Program Change          |
| <input type="checkbox"/> Continuing Education     | <input type="checkbox"/> Joined Military        | <input type="checkbox"/> Self Employed           |
| <input type="checkbox"/> Academic Suspension      | <input type="checkbox"/> Dropped/Unknown        | <input type="checkbox"/> LTC Campus Transfer     |
| <input type="checkbox"/> Approved Medical         | <input type="checkbox"/> Excessive Absences     | <input type="checkbox"/> Program Closure         |
| <input type="checkbox"/> Attendance Suspension    | <input type="checkbox"/> Financial Problems     | <input type="checkbox"/> Return to High School   |
| <input type="checkbox"/> Death                    | <input type="checkbox"/> Lack of Child Care     | <input type="checkbox"/> Temporary Leave         |
| <input type="checkbox"/> Disciplinary – Expulsion | <input type="checkbox"/> Non-credit Certificate | <input type="checkbox"/> Transportation Problems |
| <input type="checkbox"/> Disciplinary Suspension  | <input type="checkbox"/> Personal Reasons       | <input type="checkbox"/> Unsatisfactory Progress |

Other: \_\_\_\_\_

**JOB PLACEMENT INFORMATION**

---

Name of Business \_\_\_\_\_ Employer Contact/Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

---

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: Per Hour \_\_\_\_\_ Per Month: \_\_\_\_\_

Employment Related: Yes No Full Time Part Time Date Employed: \_\_\_\_\_

Signatures: Instructor \_\_\_\_\_ Student Affairs Office: \_\_\_\_\_ Date: \_\_\_\_\_

Date Recorded in Official Student Records Database By: \_\_\_\_\_

*Policy Reference:* Louisiana Technical College Policy No. IS100.51

Approved:



---

Dianne Clark  
Interim Director