

Application for Graduation



All graduation information will be available on the Kettering College website and communicated to the graduates through the campus email. Please remember to check your campus email for information about graduation. If you are receiving more than one degree, you must complete a separate form for each degree. **All fields marked with * are required.**

STUDENT INFORMATION

*Student name as it appears in student data system _____

*Student ID number: _____ Preferred email _____

Local phone number (XXX-XXX-XXXX) _____

GRADUATION INFORMATION

*Academic level: Undergraduate
 Graduate

*Semester of completion: Fall _____
(Please indicate the year) Winter _____
 Summer _____

*Attending the graduation ceremony at the end of Winter semester?
 Yes No

*Full name as it is to appear on the diploma and in the commencement program:

*Major _____

*Degree: Associate of Science Bachelor of Science in Nursing Master of Physician Assistant Studies
 Bachelor of Science Bachelor of Science in Health Sciences

*Department advisor signature _____

(You will need to have a signature from your department advisor indicating that you are clear to graduate.)

NOTES ABOUT DIPLOMAS

- First name, middle initial, and last (legal) name will be used on your diploma or certificate unless you have specified differently. Variations include omission of the middle initial or having the middle name spelled out.
- If you have recently changed your name and want it to appear as such on your diploma, you will need to provide proof of the name change by bringing your new Social Security card with the correct name to student services so it can be changed in the system.
- Diplomas will be distributed upon completion of all program requirements, completion of a financial aid exit interview, clearing of any outstanding library fines, and financial clearance from student finance.

MAILING INFORMATION for Diploma

The diploma will be sent by certified mail to the address you list below or to the HOME address as indicated in the student data system (no P.O. Box addresses, please).

*Diploma mailing address _____

*Mailing city _____ *Mailing state/region _____

*Mailing postal code _____ *Mailing country _____

Information for alumni relations: Please complete the information listed below for our alumni relations office.

*Contact address _____

*Contact city _____ *Contact state/region _____

*Contact postal code _____ *Contact country _____

*Contact Email _____ (not your "my.kc.edu" email address)

*Contact Phone _____ Please indicate contact phone number type: Mobile Land

Are you continuing your education? Yes No If yes, where? _____

If known, place of employment and job title _____

REMINDERS

1. Diplomas will be sent four to five weeks after the graduation ceremony for fall, winter, and summer graduates once all program requirements are completed and all financial obligations to the college have been cleared by student finance.
2. For the diploma to be sent:
 - * The graduate must have met all financial obligations to the college.
 - * All loan exit counseling must be completed (this includes federal, Perkins, and Nursing Student Loan).
3. Your diploma will be sent to the HOME address indicated in the student data system unless an alternate mailing address is specified above.

MORE INFORMATION

If you have questions, contact the registrar's office at 937-395-6615 or send e-mail to Robert Reeder at Robert.Reeder@kc.edu.