

# 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: \_\_\_\_\_ 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  Doctorate of Occupational Therapy

\*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](mailto:Robert.Reeder@kc.edu).