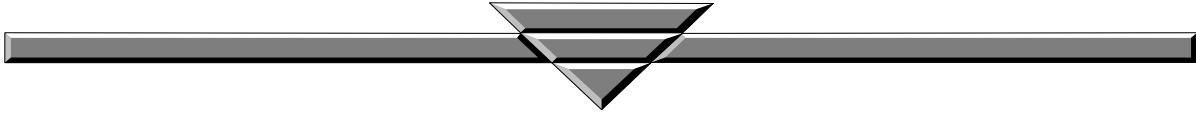


# KETTERING COLLEGE OF MEDICAL ARTS APPLICATION FOR GRADUATION FOR 2009-2010

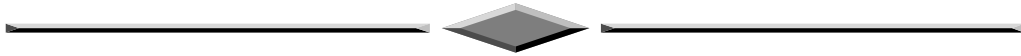


Please fill out all sections of this form. By completing this form you are indicating that you are planning to graduate during the upcoming academic year. **Please return this form by December 18, 2009 for FA-09 graduates and February 19, 2009 for WI-10 & SU-10 graduates.**

I, \_\_\_\_\_ will complete all of the requirements  
(PRINT CLEARLY)

for my major in \_\_\_\_\_ by the end of \_\_\_\_\_ 20\_\_\_\_ semester.  
(PRINT CLEARLY) (PRINT CLEARLY)

Please accept this application for graduation. I understand that just by completing this form, it does not mean that I am guaranteed to graduate until a final check of my academic record has been completed.



## DIPLOMA ORDER FORM

Please fill out the following to ensure your name will be correct on the diploma. Diplomas will be distributed upon completion of all program requirements, completion of Financial Aid exit interview, outstanding library fines cleared and financial clearance from Student Finance. Graduating student's diploma will be sent out four to five weeks after the completion of the graduating semester.

First, Middle Initial, and Last (legal) name will be used on your diploma/certificate unless, specified differently: Variations - No Middle Initial or Middle name spelled out.

If you have recently changed your name and want it to be on your Diploma, you will need to provide proof of the name change by bringing in your new Social Security Card with the corrected name to Student Services so it can be changed in the system.

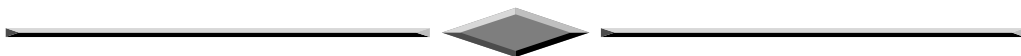
Please print below your preference of your legal name. KCMA Student ID # \_\_\_\_\_

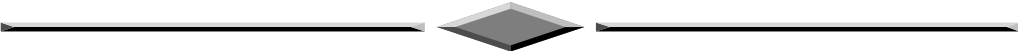
Legal Name \_\_\_\_\_  
**CLEARLY PRINT NAME (include all hyphens, accent marks, etc.)**

Degree: Please check appropriate box

- Associate of Science
- Bachelor of Science in Health Professions
- Bachelor of Science
- Bachelor of Science in Nursing
- Master of Physician Assistant Studies

Major: \_\_\_\_\_  
(PRINT CLEARLY)





### CONTACT INFORMATION

All graduation information will be available on the KCMA website and communicated to the graduates through the campus email. Please remember to check your email for information about graduation.

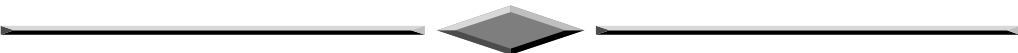
The diploma will be sent by certified mail to the HOME address that is on file in the student service computer system. This is the address that was taken from your application. If your HOME address has changed please complete the change of address form in student services.

If you want the diploma sent to your parents, please list their address below. (No P.O. addresses please)

Name of Parent: \_\_\_\_\_

Address of Parent \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



Please meet with your advisor to outline what courses you will need to complete your major.

<b>WI-09</b>	<b>SU-09</b>	<b>FA-09</b> *	<b>WI-10</b> *	<b>SU-10</b> *

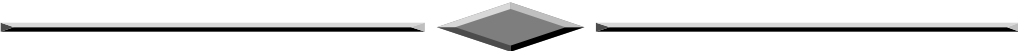
\* Indicates graduating semester (Attach Progression Plan if more room is necessary)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



### REMINDERS

Your diploma will be sent out four to five weeks after graduation.

For the diploma to be sent:

- the student must have met all financial obligations to the college.
- all loan exit counseling must be completed (this includes Federal, Perkins & Nursing Loan)

Your diploma will be sent to the HOME address in the student database unless changed as indicated above.