

KCC Petition to Graduate Checklist and Notes

You must file a Petition to Graduate a minimum of one term (preferably two terms) prior to your anticipated graduation date. Your graduation date may be impacted if you do not meet this deadline. If you have any questions, please see Student Services or call (541)882-3521.

In order to submit your petition you must complete the following checklist:

1. ___ Print a current degree audit and review it with your **academic advisor** to map out an academic plan to complete your coursework.
2. ___ Complete the Petition to Graduate. You will need your academic advisor's signature.
3. ___ Mark the degree(s)/certificate(s) you intend to complete.
4. ___ Keep a copy of all documentation for your records.
5. ___ Submit the Petition to Graduate at least **one term** prior to your anticipated graduation date to the building three receptionist.
6. ___ Return the RSVP Form and Survey to the receptionist in building three by May 1, 2012 whether you plan or do not plan on participating in the graduation ceremonies.

In order to receive your diploma from Klamath Community College you must also complete the following items:

7. ___ If you received Financial Aid loan funds, you must complete online exit counseling after the last term you received loans:

(www.klamathcc.edu> Current Students > Financial Aid > Information> Exit Loan Counseling).
8. ___ All financial obligations to KCC must be current with the Business Office.

Other Notes

- > Students with Associates of Applied Science degrees: your specialization will not be printed on your diploma. It will appear on your official transcript.
- > After a review of your Petition to Graduate, you will be notified by email your status and any deficiencies.
- > Commencement will be held in June. More information will be forthcoming during Spring term. You must be able to complete all graduation requirements by the end of Summer Term in order to participate in the current year's (2012) commencement ceremony.
- > Diplomas are mailed after the term you have met the graduation requirements.
- > If you do not complete your graduation requirements according to the term specified on your petition, you are required to re-petition for a future graduation date.
- > Caps, gowns, announcements and other items will be available at the bookstore.



Petition to Graduate

I am petitioning for the following at least three months before my anticipated graduation date:

ASSOCIATE DEGREES:

- Associate of Arts - Oregon Transfer
- Associate of General Studies
- Associate of Science

Associate of Applied Science:

- Administrative Office Professional
- Agriculture
- Automotive Technology
- Business Administration-Accounting
- Business Administration-Management
- Business Administration-Marketing & Sales
- Construction Management
- Criminal Justice
- Diesel Technology
- Education-Early Childhood Education/Educator
- Education-Educational Assistant
- General Agriculture
- Health Services: Academic Exploration of Health Care
- Health Services: Hands on Health Care
- Health Sciences-Home Health
- Health Sciences-Medical Office
- Natural Resource Systems-Agricultural Business

ASSOCIATE DEGREES continued:

- Natural Resource Systems-Environmental Science
- Technical Studies

CERTIFICATE PROGRAMS:

- Administrative Office Professional
- Business Administration-Accounting
- Business Administration-Management
- Business Administration-Marketing & Sales
- Criminal Justice
- Early Childhood Education/Educator
- Educational Assistant
- Health Services/Sciences-Emergency Med Tech
- Health Sciences-Home Health
- Health Sciences-Medical Office
- Practical Nursing
- Technical Studies
- Welding

PATHWAYS CERTIFICATES:

- Early Childhood Educator
- Nursing Assistant
- Retail Management

Your name on your diploma/certificate will appear **exactly** as shown below. Please type or print clearly.

Name: _____
First Middle Last

Mailing address for diploma: _____
Address City State Zip

_____ Phone # _____ Student ID or Last 6 digits of your Social Security #

Email address: _____

Expected term/year of graduation: _____
Term Year

Student's Signature _____ Date: _____

Academic Advisor's Signature _____ Date: _____

Received by _____ Date: _____

Graduation 2012 RSVP Form & Survey

_____ I will be attending the Commencement Ceremony.

_____ I will not be attending Commencement Ceremony.

Name: _____

Address: _____

City, State, Zip: _____

PHOTOGRAPHS:

A professional photographer will be taking photos of graduates and family members at the commencement ceremony.

By signing below, I acknowledge that I am over 18 years of age. I authorize Klamath Community College to use my likeness, without charge, for promotional purposes in college publications, advertising, video, web pages, or in other formats.

Signature: _____ Date: _____

Please complete the following brief survey.

1. I plan to continue my education here at KCC in another field of study. YES NO
 2. I plan to attend a 4-year institution. Name institution: _____
 3. I have secured employment utilizing my degree/certificate. YES NO
 4. I have secured employment outside my degree field. YES NO
 5. I am seeking employment. YES NO
 6. Other: _____
 7. Did you receive a scholarship? If so, what is the name and how much was it for: _____
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Please return completed form by Monday, May 1, 2012 to:
Klamath Community College
Receptionist, Building 3
7390 South 6th Street
Klamath Falls, OR 97603 541-882-3521