



# Petition to Graduate 2016-2017

Registrar Office · Building 3 · 7390 South Sixth Street · Klamath Falls, OR 97603

Last Name	First Name	Student ID

## Instructions, 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 Enrollment Services in Building 3 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 Building 3, receptionist.
6. \_\_\_ Return the RSVP Form and Survey to the receptionist in building three by April 14<sup>th</sup> 2017 whether you plan on 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 in-person exit counseling after the last term you received loans. Contact the Financial Aid Office for more information.
8. \_\_\_ All financial obligations to KCC must be current with the Business Office.

## Information

- o Commencement will be held on June 16<sup>th</sup>, 2017. More information will be forthcoming during Spring term 2017. You must be able to complete all graduation requirements by the end of Summer term 2017 in order to participate in the current year’s (2017) Commencement Ceremony. You must appeal to participate in Commencement if requirements will be completed during the Fall 2017 term.
- o Diplomas are mailed after the term if you have met the graduation requirements.
- o 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.
- o Caps, gowns, announcements, and other items will be available at the Bookstore.
- o A professional photographer will be taking photos of graduates and family members at the Commencement Ceremony. More information on how to access the photos will be available on the Registrar webpage after Commencement.
- o Rehearsal will be at 1:00 pm on June 16<sup>th</sup>, 2017.
- o Tickets are not required; seating will be first come, first serve.
- o If special accommodations are needed please contact the Registrar Office. (541) 880-2282

***\*Keep this page for your reference***



# Petition to Graduate 2016-2017

Declaration of Degree/ Certificate/ Pathway

Last Name	First Name	Student ID

Select the degree(s)/certificate(s)/pathway(s) that apply, your courses will be evaluated:

**ASSOCIATE DEGREES:**

- Associate of Arts - Oregon Transfer
- Associate of General Studies
- Associate of General Studies Base to Bachelors
- Associate of Science

**ASSOCIATE of APPLIED SCIENCE:**

- Accounting
  - Agriculture Science
  - Automotive Technology
  - Aviation Science: Airplane
  - Aviation Science: Helicopter
  - Business Administration- Business Management
  - Business Administration-Marketing
  - Business Technology Administrative Office Professional
  - Computer Engineering Technology
  - Criminal Justice
  - Culinary Arts Food Service Management
  - Diesel Technology
  - Digital Media Design
  - Education-Early Childhood Educator
  - Education-Paraeducator
  - Emergency Response and Operations
  - Health Services-Health Information Management
  - Natural Resource Systems-Environmental Science
  - Nursing – Registered Nursing
  - Technical Studies
  - Other Degree (Previous Catalog Year)
- 

**CERTIFICATE PROGRAMS:**

- Accounting
  - Addiction Studies
  - Business Administration Business Management
  - Business Administration Marketing and Sales
  - Business Technology Administrative Office Professional
  - Computer Support Technician
  - Criminal Justice
  - Digital Media Design Multimedia Design
  - Digital Media Design Web Design
  - Early Childhood Educator
  - Health Services-Emergency Med Tech
  - Paraeducator
  - Technical Studies
  - Welding
  - Other Certificate (Previous Catalog Year)
- 

**PATHWAY CERTIFICATES:**

- Accounting - Income Tax Preparation
  - Addiction Studies
  - Automotive Tech Electrical/Electronic Specialist
  - Business Administration First-Line Supervisor
  - Business Administration Retail Management Statewide
  - Business Technology Office Support Specialist
  - Computer Engineering Technology Support Technician
  - Diesel Technician Electrical/Electronic Specialist
  - Digital Media Design Multimedia Design
  - Digital Media Design Web Design
  - Early Childhood Education
  - Welding - Gas Metal Arc/Wire Feed Welding
  - Welding - Shield Metal Arc/Stick Welding
  - Welding - Tig/Aluminum Stainless Steel Flat Welding
  - Other Pathway (Previous Catalog Year)
-



## Petition to Graduate 2016-2017

### Diploma Information

Last Name	First Name	Student ID

For your diploma, there is a **required signature** and **contact information**.

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: \_\_\_\_\_  
 (Approx. 8 weeks after graduation) *Street Address*

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

\_\_\_\_\_ *Phone #* *Student ID #*

Email address: \_\_\_\_\_

Expected term/year of graduation: \_\_\_\_\_  
*Term* *Year*

\_\_\_ This is a change of address for what is entered in KCC's student information system.

\_\_\_\_\_  
 Student Signature Date

\_\_\_\_\_  
 Advisor Signature Date

**Office Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



# Petition to Graduate 2016-2017

## RSVP Form and Survey

Last Name	First and Middle Name	Student ID #	
Street Address	City	State	Zip
Email Address		Phone Number	

\_\_\_ I will be attending the Commencement Ceremony.

\_\_\_ I will NOT be attending the Commencement Ceremony.

\_\_\_ I would like to appeal to complete requirements in the Fall 2017 term and participate in Commencement on June 16<sup>th</sup>, 2017. If appeal is denied, you will be notified by email.

State the reason and remaining courses: \_\_\_\_\_

\_\_\_\_\_

Courses: \_\_\_\_\_

Please complete the following brief survey.

- I plan to continue my education here at KCC in another field of study. YES NO
- I plan to attend a 4-year institution. Name of institution: \_\_\_\_\_
- I have secured employment utilizing my degree/certificate. YES NO
- I have secured employment outside my degree field. YES NO
- I am seeking employment. YES NO
- Other: \_\_\_\_\_
- Did you receive a scholarship? If so, what is the name and how much was it for: \_\_\_\_\_

**Please return completed form by Friday, April 14<sup>th</sup>, 2017 to:**

Klamath Community College  
 Receptionist, Building 3  
 7390 South 6th Street  
 Klamath Falls, OR 97603 541-882-3521