

Application for Graduation Form

This form must be submitted to your academic advisor no later than the deadline published in the Academic Calendar during the semester prior to your graduation. See the back of this form for Application for Graduation Instructions. **PLEASE PRINT NEATLY in blue or black ink.**

STUDENT INFORMATION

K-TECH ID: _____

Student Name: _____

(The name appearing on your diploma will be exactly as it appears on your passport.)

Cell Phone: _____

K-TECH E-mail: _____

(Information pertinent to graduation will be sent to students K-TECH email only)

Have you previously applied for graduation? ☐ Yes ☐ No Have you previously graduated from K-TECH? ☐ Yes ☐ No When? _____

Anticipated Date of Graduation: ☐ Fall 20 __ __ ☐ Spring 20 __ __ ☐ Summer 20 __ __

PROGRAM INFORMATION:

Degree Type: ☐ Information Systems & Technology Diploma ☐ Business Management Diploma

Major: ☐ NSAS ☐ NDA ☐ SAP ☐ WAP ☐ MIS ☐ S&M ☐ E-Com

The annual graduation ceremony is held in the spring. All candidates who complete their requirements during the school year are invited to participate in the ceremony at K-TECH campus. Please indicate whether or not you will attend the ceremony:

☐ I WILL attend (Payment of 50 KD graduation fee will be charged to your account) ☐ I WILL NOT attend

Students must complete this section according to current Degree Audit.

Indicate current Cumulative GPA: _____ (Graduation honors are based on the last term prior to commencement)

Number of credits earned at K-TECH by end of current semester: _____

Number of credits accepted as transfer (if any): _____

Number of credits to be completed at K-TECH next semester: _____

Total: _____

STUDENT AUTHORIZATION:

- I understand that I must settle all financial obligations to K-TECH College or clear any student record holds before the associate degree will be awarded.
- I understand that I must achieve an overall Cumulative Grade Point Average (CGPA) of at least 2.0. Students on academic probation cannot graduate.
- I certify I have reviewed my Degree Audit and I understand that I will not graduate on the date specified unless **all** graduation requirements are met by the official end of that semester. Failure to do so, will result in updating my graduation date to the Semester/year the incomplete work and/or this application are completed.

My signature indicates that I have read and understand both sides of this form.

Student Signature

Date

REQUIRED SIGNATURES:

Faculty: Before signing this application, please review the student's **Degree Audit** & make sure **all requirements will be satisfied**. If not, please **DO NOT** sign the application until all requirements are met or the appropriate waiver/substitution request(s) have been submitted. By signing this application, I certify that the above mentioned student is eligible to graduate on the coming _____ semester for the Academic year 20__ / 20__

Advisor's Name: _____

Advisor Signature: _____

Date: _____

Dept. Head Name: _____

Dept. Head Signature: _____

Date: _____

Vice President of Academic Affairs Signature: _____

Date: _____

REGISTRATION OFFICE USE ONLY

Received by: _____

Name & Signature: _____

Date: ____ / ____ / ____

Head of Admission & Registration

Signature: _____

Date: ____ / ____ / ____

Instructions for Filing an Application for Graduation

IN ORDER TO EARN THEIR DEGREE, ALL CANDIDATES FOR GRADUATION MUST FILL OUT THE GRADUATION APPLICATION EVEN IF THEY DO NOT PLAN ON PARTICIPATING IN THE COMMENCEMENT CEREMONY.

Applications for graduation should be initiated the semester **before** students expect to graduate so that a preliminary check can be made to determine that all degree requirements have been completed by the expected graduation term (**and any deficiencies that would delay graduation can be resolved when meeting with your advisor prior to scheduling**).

This form is **not** to be used for letters of completion. Please complete the Application for Letter of Completion that can be found on the Office of Admission & Registration forms page at K-TECH website.

APPLICATION DUE DATES:

A completed Application for Graduation Form and other required documents are to be submitted to the Admission & Registration Office by the due date.

- **Fall Graduation:** First Tuesday in April (Applying for Fall graduation after this date will require a 10 KD late fee)
- **Spring Graduation:** First Tuesday in November (Applying for Spring graduation after this date will require a 10 KD late fee)

LATE DEADLINES:

Applications for Graduation will not be accepted after the following dates: **Fall Graduation-** November 15th, **Spring Graduation -** April 15th. If any of these dates fall on a weekend, deadlines will be the next Sunday.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY:

1. Get an overview of the graduation process by reviewing the Graduation Checklist at K-TECH website.
2. Print and complete page 1 of this Application. Please read the application carefully and answer all questions.
3. With your completed application, attach the following documents as appropriate and submit them to the Admissions & Registration Office.
 - ☐ Valid copy of the Passport
 - ☐ Valid copy of Civil ID
 - ☐ Original copy of High School Certificate (if it has not already been submitted)
 - ☐ Two Personal Photos (Passport size)
 - ☐ An official transcript including any credit from another institution to be used for graduation purposes must be submitted to the Admissions and Registration at least sixty (60) days prior to your graduation date, if it has not already been submitted.
4. Schedule an appointment with your advisor. Take your completed application to your appointment. After your graduation application has been reviewed and approved by your advisor, your advisor will route for signatures as follows: a) Advisor to Dept. Chairperson, b) Dept. Chairperson to Vice President of Academic Affairs (VPAA) , and finally from c) VPAA to the Admissions & Registration Office.
5. An official DEGREE AUDIT will be sent to your K-TECH email address by the Admissions & Registration Office approximately three (3) weeks after you file this application.

While academic advisors and the Office of Admissions & Registration continue to assist students with requirements for graduation, students are ultimately responsible for ensuring that they have met all degree requirements for graduation, including curriculum and cumulative GPA requirements.

COMMENCEMENT CEREMONY:

A letter will be emailed to your K-TECH email address with commencement information approximately 4 weeks before the ceremony. This letter will include information about tickets for the ceremony and how to order your cap and gown.

DEGREE COMPLETION:

Degrees will be confirmed after all grades are posted. Diplomas are mailed approximately 6 weeks after graduation. Diplomas bear the name of your degree and major (ex. Associate of Applied Science Degree in Information Systems and Technology) and last date of the term (not the day of the commencement ceremony). Your academic transcript will include your major, emphasis, and academic honors.