



GRADUATION FINAL CHECKOUT FORM

This is a communication instrument to all necessary offices upon graduation of a student at DWC. It is a safeguard for the student and the College and becomes filed information if and when questions arise concerning graduation.

Rev. 3/11/15

This form must be filed with the Vice President for Academic Affairs during the last week of classes.

1. _____
 (PRINT) First Name Middle Name Last Name

2. Address after Graduation: _____

 Number and Street or P.O. Box City State Zip Code

Email: _____ Telephone: _____

3. Graduation Term Fall _____ Spring _____ Year _____

4. What are your plans after graduation? _____

I understand my diploma and all transcripts will be withheld until all indebtedness to Divine Word College has been satisfied. I understand that I need to report to the Business Office to pay any outstanding bills.

Signature of Student: _____

CLEARANCE: To check out officially and in good standing obtain the signatures below in the order given.

Library Director
 Library materials returned
 Library materials not returned

Financial Aid Director
 Exit Interview completed
 Exit Interview not completed
 Did not receive repayable financial aid

Business Office
 Account paid in Full
 Account not paid in full: fold financial aid and academic transcript until all indebtedness to DWC is satisfied.

Dean of Students

Vice President for Academic Affairs

Retention Coordinator/Admissions
 Exit Interview held
 No Exit Interview held

Registrar

Date Completed Document was filed