



Graduation Final Checkout [S-GCO]

This is a communication instrument to all necessary offices upon graduation of a DWC student. This form is retained in the student's permanent file.

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

(Please Print)

First

Middle

Last

Graduation Fall Spring Year _____

Mailing Address *After* Graduation:

Number & Street or PO Box _____ City _____ State/Province _____ Zip Code _____ Country _____

Non-DWC Email _____ Cell phone # _____

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 make payment or payment arrangements for any outstanding bills.

Student Signature: _____

CLEARANCE: To officially check-out in good standing, obtain the signatures in the order outlined below. Vice President signatures should be obtained *after* the Admissions, Financial Aid, Business Office and Library.

Director of Admissions _____ <input type="checkbox"/> Exit interview completed <input type="checkbox"/> Exit interview not completed	Financial Aid Coordinator _____ <input type="checkbox"/> Exit Interview complete <input type="checkbox"/> Exit Interview not completed <input type="checkbox"/> Did not receive repayable financial aid
Business Office _____ <input type="checkbox"/> Account paid in full <input type="checkbox"/> Account not paid in full: hold financial aid & academic transcript until all indebtedness to DWC is satisfied.	Library Director _____ <input type="checkbox"/> Library materials returned <input type="checkbox"/> Library materials not returned
_____ Vice President for Formation/Dean of Students	_____ Vice President for Academic Affairs
Date Completed Document filed _____	Registrar _____

Finalized copies will be sent to the VPAA, VP for Formation, Admissions Office, Business Office, Alumni Director, and Financial Aid