Graduation Clearance Form

In order to receive your diploma, you must successfully complete the University’s graduation clearance process. Completion of this form does not, however, guarantee clearance of all financial obligations to the University.

GRADUATION CLEARANCE FORMS ARE DUE IN THE OFFICE OF THE UNIVERSITY REGISTRAR NO LATER THAN TEN (10) DAYS BEFORE GRADUATION.

Name:_______________________________  Student ID Number:____________________

Anticipated Graduation Date:__________  Date:________________________________

THE STEPS OUTLINED BELOW MUST BE COMPLETED IN ORDER!

STEP 1. COMPLETE GRADUATION SURVEY

Go to the Office of the Institutional Research (located in Hume Hall, Suite 103) to complete the graduation survey.

________________________________________  ____________________________________
Office of Institutional Research                 Date

STEP 2. COMPLETE ALUMNI SURVEY AND PROVIDE REQUESTED INFORMATION

Go to the Alumni Affairs Office (located in Hume Hall, Suite 101) to complete the Alumni Survey and provide requested information.

________________________________________  ____________________________________
Office of the University Registrar                 Date

STEP 3. RETURN LIBRARY BOOKS AND PAY OUTSTANDING FINES

In order to ensure that all library assets are returned, graduates must go to the Blazer Library’s Circulation Desk to request a review of their account.

________________________________________  ____________________________________
Circulation Desk at Blazer Library                 Date
**STEP 4. CAREER COUNSELING AND PLACEMENT**

Go to the Office of Career Counseling and Placement to complete the Kentucky State University Alumni Questionnaire.

________________________________________
Career Counseling and Placement
________________________________________
Date

**STEP 5. FEDERAL STUDENT LOAN EXIT COUNSELING**

Federal law requires students who received Federal Loans (e.g. William D. Ford, Federal Stafford, etc.) to pay for their college expenses to complete Federal Student Loan Exit Counseling. Before visiting the Financial Aid Office, students are requested to go online to complete the mandatory Loan Exit Interview at [www.studentloans.gov](http://www.studentloans.gov). Students are required to show proof (i.e. the printed confirmation page, borrower information, and summary checklist of rights and responsibilities) that the exit interview has been successfully completed. Please be advised that your FAFSA Pin Number is required to successfully complete the Exit Interview. **Students that did not receive federal student loans, still must secure the signature of a financial aid officer.**

________________________________________
Office of Financial Aid
________________________________________
Date

**STEP 6. EXIT COUNSELING FOR VETERANS [VETERANS ONLY]**

Graduating veterans are required to complete exit counseling with the University’s Veteran Affairs Officer.

________________________________________
Office of the University Registrar
________________________________________
Date

**STEP 7. GRADUATION FEE**

Go to the Office of the University Registrar to request that the graduation fee be added to your account.

________________________________________
Office of the University Registrar
________________________________________
Date

**STEP 8. PAY GRADUATION FEE AND OUTSTANDING BALANCE OWED TO THE UNIVERSITY/FEDERAL PERKINS LOAN EXIT COUNSELING**

Once the Office of the University Registrar has added the graduation fee to your account, proceed to the Cashier’s Office to pay the fee, as well as, any outstanding balance that you might owe. **Should you have an outstanding balance owed to the University, please be reminded that you will not be allowed to participate in commencement exercises.** In addition to graduation, you will not be allowed to purchase an official University academic transcript. The office’s representative will also check to determine whether you received a Federal Perkins Loan. If you received a Federal Perkins Loan to assist with your college-related expenses, you must complete Federal Perkins Loan Exit Counseling.

________________________________________
Office of the Bursar
________________________________________
Date

**STEP 9: RETURN THE COMPLETED GRADUATION CLEARANCE FORM TO THE OFFICE OF THE UNIVERSITY REGISTRAR**