

Credential Application Packet

Submission of this information, in a timely manner, is the student's responsibility and must be completed in order for you to receive your credential. Please direct questions to your advisor.

- MEET WITH YOUR ASSIGNED ADVISOR**
 - If you are applying for an AAS, Diploma or Credential make sure to attach curriculum guides for each of the credentials you are applying for.
 - Questions regarding requirements should be directed to you advisor.

- COMPLETE THE KCTCS EXIT SURVEY**
 - Only required for Associate Degree Applicants
 - Instructions: <http://www.westkentucky.kctcs.edu/Admissions/Records>

- COMPLETE STUDENT LOAN EXIT COUNSELING**
 - Only required for students that received student loans at any time.
 - Instructions: <http://www.studentloans.gov>

- REVIEW/UPDATE YOUR NAME, ADDRESS, PHONE NUMBER AND E-MAIL ON SELF-SERVICE**
 - The name in your student self-service, will be the name printed on your credential(s).

- COMPLETE THE APPLICATION FOR CREDENTIAL**
 - Don't forget to sign your application!

- RETURN THIS INFORMATION PACKET TO THE RECORDS OFFICE IN ANDERSON TECHNICAL BUILDING, ROOM 112 BY THE DEADLINE BELOW:**
 - Summer Application Deadline – June 15th
 - Fall Application Deadline – September 1st
 - Spring Application Deadline – February 1st

Commencement Information

- Commencement is held twice per year: Spring (May) and Fall (December). Summer graduates are invited to participate in the Fall Commencement. A graduate is any student who has been awarded a credential. A candidate is expected to receive a certificate, diploma or degree.
- Cap and Gown may be purchased from the WKCTC Bookstore during the entire month of April for May Commencement and the entire month of November for December Commencement.
- Phi Theta Kappa Stoles: Phi Theta Kappa students should contact Dr. Kevin Gericke at 270/534-3201 or kevin.gericke@kctcs.edu to order stoles.
- Veteran Cords: Graduating veterans are eligible to wear a red, white and blue honor cord with their cap and gown in honor of their military service. To obtain your honor cord, please contact the WKCTC Advising Office at (270) 534-3349.
- For more information regarding Commencement Information, call 855-469-5282 or visit: www.westkentucky.kctcs.edu/admissions/records.

Credential Information

- The Registrar's Office checks requirements once the application deadline has passed. If issues are discovered, you will be contacted via mail and email.
- Credentials will be mailed to the current address on your student self-service, within 12 weeks after the end of the semester. A credential is any degree, diploma or certificate.
- Your credential and award date will show on your transcript within four weeks of graduation. For proof of your credential, request a copy of your transcript online: www.westkentucky.kctcs.edu/admissions/records.
- GPA and Residency Requirements: Final determination of graduation shall be made by the Registrar who shall certify that the student has (1) fulfilled all course requirements for the Credential and (2) attained at least a 2.0 cumulative grade point average for an Associate Degree and Diploma and at least a 2.0 in the course required for a Certificate and (3) earned at least 25 percent of the approved curriculum credits at WKCTC.
- Honors Information: This accomplishment will be noted on your transcript. If you have met the criteria below by the semester preceding graduation, the notation will appear in the Commencement Program.
 - For AA, AS, AFA or AAS degrees only: If you have 45 or more graded hours within KCTCS and a cumulative GPA of 2.40-3.59, you will graduate with Distinction. If you have a cumulative GPA of 3.60-4.00 you will graduate with High Distinction.
 - For diplomas only: If you have 30 or more graded hours within KCTCS and a cumulative GPA of 3.40-3.59, you will graduate with Distinction, or if you have a cumulative GPA of 3.60-4.00, you will graduate with High Distinction.
- For more information regarding Commencement Information, call 855-469-5282 or visit: www.westkentucky.kctcs.edu/admissions/records.

Application for Credential

(Please Print Clearly and Complete All Fields Below)

Student ID: _____ **Birthdate:** _____ **Phone:** _____

Name: _____
(All credentials awarded will reflect the current name in our system, please update it if necessary.)

Credential(s) you are applying for:

- Associate in Science (AS)
- Associate in Arts (AA)
- *Associate in Fine Arts (AFA)
- *Associate in Applied Science (AAS): _____
- *Diploma(s): _____
- *Certificate(s): _____
- _____
- _____

** Advisor signature and a curriculum guide is required for each credential (excluding AS/AA) applied for, applications will be returned to the student for missing documentation. If you are unsure of the credential you are applying for you will need to contact your assigned advisor.*

Semester in which you are applying for the credential(s) you have listed above:

- Summer (August)..... Application Deadline: June 15th
- Fall (December) Application Deadline: Sep. 1st
- Spring (May)..... Application Deadline: Feb. 1st

If your credential application is submitted after the specified deadline, you will not receive commencement information and your name will not be printed in the Commencement Program.

Review the following credential information:

- Meet with your assigned academic advisor. The Registrar’s Office will check your requirements once the application deadline has passed. If problems are discovered, you will be contacted via letter and/or e-mail.
- Your credential, award date and honors notation (if applicable) will show on your transcript within four weeks after the last day of finals. You may request a transcript online at: www.westkentucky.kctcs.edu/admissions/records
- Review/update your name, address, phone number and e-mail on student self-service before graduation.
- All financial obligations to the College must be resolved prior to picking up your credential.
- For more information regarding graduation requirements visit: www.westkentucky.kctcs.edu/admissions/records

Student Signature: _____ **Date:** _____
I certify that I have read/understand the credential and commencement information.

Advisor Signature: _____ **Date:** _____
I verify that the student is following the attached, appropriate curriculum and meets the requirements for graduation.