Rowan College SOUTH JERSEY

Petition to Graduate
2019-2020

Information

Matriculated students nearing completion of their programs should be working closely with their advisors to ensure that all degree requirements are being met and that they are in the proper curriculum. Students must complete the required courses and credits in an approved program with a cumulative 2.00 GPA to graduate and earn a degree or certificate.

Degree requirements include 45 credits of approved general education for the Associate in Arts degree, 30 general education credits for the Associate in Science degree and/or 20 general education credits for the Associate in Applied Science degree. Academic certificate programs must include at least 6 credits of approved general education course work.

All students must petition in order to be evaluated for degree or academic certificate program completion and graduation whether they participate in commencement ceremonies or not. If upon evaluation it is determined that a student has also met the requirements for an Academic Certificate, it will be posted to their record for no additional cost.

Instructions

1. Students may complete the attached Petition to Graduate form and submit it with $25 (non-refundable) payment to the Cumberland Campus Enrollment Services Office.

2. All communication regarding your graduation status will be sent through **student email** approximately six weeks after the application is submitted. If you are unfamiliar with your student email account, please contact the IT *(Information Technology)* department for instructions at 856/691-8600, ext. 1411.

3. Petition to Graduate **deadlines** are as follows:

   Fall 2019 and Winter 2020
   • August 26, 2019 – October 29, 2019 *(Late applications will incur an additional $25 late fee)*

   Spring 2020 and all Summer sessions 2020
   • November 4, 2019 - February 25, 2020 *(Late applications will incur an additional $25 late fee)*

Commencement

Commencement will be held **Thursday, May 14, 2020** for all students completing degree requirements between Sept. 1, 2019 and August 31, 2020. More information regarding commencement is forthcoming.

Commencement deadlines:
• All persons wishing to participate in commencement should submit a petition by February 25, 2020.
   Late petitioners are not guaranteed a position in commencement.
• All petitioners will be invited to participate in commencement upon approval. Students who intend to complete in the summer will be required to register and pay for final course work by **April 10, 2020** in order to participate in commencement.
• Eligible students will receive information regarding commencement and cap and gown upon evaluation through student email.
• The Graduation Petition fee *does not* include cap and gown cost.

Diplomas

• Your $25 petition fee covers the cost of your diploma(s). If you lose, damage, or would like to request additional copies of your diploma, a $35 re-order fee is required.
• Your name on your diploma will appear exactly as is in our system. Please verify the spelling of your name in your WebAdvisor or Self-Service account.
• Once diplomas are delivered *(approx.. 6 weeks after the degree is posted),* students may either (a) pick up their diploma(s) at the Enrollment Services window during regular business hours, or (b) fill out an electronic request form to have it mailed. Diplomas **will not** be automatically mailed.

Questions? Please email graduation@cc.rcsj.edu. Please retain this information sheet for your records.

Petition to Graduate
2019-2020

_____ @student.cc.rcsj.edu

PLEASE FILL OUT COMPLETELY:

Student ID#: _____ Email: _____

(All communication will be sent to your student email account)

Name: _____

Address: _____

_____
City   *State*   *Zip*

Phone: _____

•Major: _____ Catalog year: _____

Degree:
- ❏ Associate in Arts (AA)
- ❏ Associate in Fine Arts (AFA)
- ❏ Associate in Science (AS)
- ❏ Associate in Applied Science (AAS)
- ❏ Academic Certificate (AC)

•Is there any other major(s) you are completing?

Please list: _____

Students eligible to participate in commencement will receive instructions to RSVP via student email.

When will you complete **ALL** of your required courses?

If this changes, please contact us: graduation@cc.rcsj.edu
- ❏ Fall 2019
- ❏ Winter 2020
- ❏ Spring 2020
- ❏ Summer 1 or 2, 2020
- ❏ Summer 3 or 4, 2020

•If you are completing your program in Winter/Summer, which course(s) will you be taking?

_____

_____

_____

•Is there anything else we should know?
(example: course waivers, CLEP scores, transfer credits, incomplete grades, etc.)

_____

_____

_____

I have read the attached instruction page and understand my responsibilities.

X_____
Student Signature   *Date*

Diploma Received:_____
Signature

_____
Date

BURSAR'S OFFICE
Payment Confirmation

❏ Application Fee: $25   ❏ Late Fee: $25
❏ Academic Certificate (No fee)

Paid:_____ Received by: _____