

Petition to Graduate



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 the \$65 (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) 200-4811.
3. Petition to Graduate deadlines are as follows:

Fall 2022 & Winter 2023

- September 1, 2022–December 1, 2022

Spring 2023 & Summer 2023

- November 1, 2022–March 15, 2023

COMMENCEMENT

Commencement is scheduled for Thursday, May 11, 2023 for all students completing degree requirements between Sept. 1, 2022 and August 31, 2023. More information regarding commencement is forthcoming.

Commencement deadlines:

- All persons wishing to participate in commencement should submit a petition by March 15, 2023.
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 March 15, 2023 in order to participate in commencement.
- Eligible students will receive information regarding commencement and cap and gown upon evaluation through student email.
- There is no additional fee for the cap & gown but it must be ordered in advance! Eligible students will receive information to order their cap & gown via their student e-mail in the Spring.

DIPLOMAS

- Your \$65 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 Self-Service account.
- Diplomas will be mailed to the address you have on file approx. 6 weeks after conferral. It is your responsibility to make sure your address is accurate. RCSJ is not responsible for diplomas that are sent to the incorrect address.

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



Petition to Graduate

PLEASE FILL OUT COMPLETELY:

Student ID#: _____ Email: _____ @student.rcsj.edu
(All communication will be sent to your student email account)

Name: _____

Update Current address

Address: _____

City State Zip

Phone: _____

| Major: _____ | Catalog year: _____

| Degree: _____ | Is there any other major(s) you are completing?

- Associate in Arts (AA)
- Associate in Fine Arts (AFA)
- Associate in Science (AS)
- Associate in Applied Science (AAS)
- Certificate (CERT)
- Certificate of Achievement (COA)

Please list: _____

Students eligible to participate in commencement will receive instructions to RSVP and order regalia through their student email.

When will you complete ALL of your required courses?

- If this changes, please contact us: graduation@cc.rcsj.edu*
- Fall 2022
 - Winter 2023
 - Spring 2023
 - Summer 1 or 2, 2023
 - Summer 3 or 4, 2023

| 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

REMINDER: Diplomas and certificates are mailed to your address on file with Enrollment Services. **Please make sure any address changes are documented with them.**

BURSAR'S OFFICE PAYMENT CONFIRMATION

Application Fee
 Certificate (No fee)

Paid: _____ Received: _____