



COMMUNITY COLLEGE

OF RHODE ISLAND

Office of Enrollment Services

APPLICATION FOR GRADUATION

The Application for Graduation that follows must be submitted directly to the Office of Enrollment Services with a copy of your Degree Evaluation showing all of your degree requirements as having been met.

For directions on how to obtain a copy of your evaluation, please review the directions online at: http://it.ccri.edu/documentation/pipeline/student/degree_audit.shtml. If your degree requirements have not been met, you should make an appointment with an advisor to discuss your evaluation.

A complete application should be submitted at the beginning of your final semester.

All applicants will be charged a non-refundable graduation fee of \$40 for each application. Participation in the annual commencement exercises (graduation ceremony) held in May is open to students who have applied to graduate in the current spring semester or who graduated in the preceding fall semester or summer session. Details about the commencement ceremony will be mailed to all potential graduates in March.

WALK THROUGH POLICY – All students who need no more than 6 credit hours to complete their degree requirements may participate in the May commencement ceremony. These applicants must apply and indicate their preference to “walk through” in the appropriate section on their graduation application. PLEASE NOTE: If you fail to complete your requirements by the end of the Summer Term, you must re-apply for graduation the semester you intend to complete your degree.

DEGREE REQUIREMENTS – To be recommended for graduation, a student must meet all degree requirements, as outlined in the college catalog, and file an application for graduation.

DIPLOMA MAILING INFORMATION – Diplomas are mailed approximately four to six weeks following the date of graduation, except for any unforeseen circumstances. The Office of Enrollment Services is responsible for clearing you for graduation. Once you are cleared, your degree will be awarded and your diploma will be ordered.

Diplomas will be mailed to the address in our records. You will be responsible for reporting any change of address information to the Office of Enrollment Services.

If you have not received your diploma eight weeks after your graduation date, check your online transcript to see if your degree was conferred. If the degree has been conferred, you need to report not receiving your diploma to the Office of Enrollment Services. If your degree was not conferred, check with the Office of Enrollment Services.

CAPS AND GOWNS – Caps and gowns are ordered online at www.ccri.edu/web/commencement/2009/

You will receive a packet about the ceremony following the processing of your successful graduation application.



COMMUNITY COLLEGE OF RHODE ISLAND

Office of Enrollment Services
400 East Avenue, Warwick, RI 02886-1807

APPLICATION FOR GRADUATION

Student ID#: _____

Your name will appear on your diploma as it appears on this form and you will be processed for the degree stated below.

Full name as you would like it to appear on your diploma.

Please print clearly and make sure all information is correct.

Address

Permanent Telephone

City, State, Zip

Alternate Telephone (Mobile)

Please check here if this is a change of address

DEGREE INFORMATION

Graduation: (check term) Fall Spring Summer (check year) 2008 2009 2010

Degree (Please check) CERTIFICATE ASSOCIATE

Major: _____

Dual Degree: _____ (if applicable)

Walk-through - Six credits or less.

STATEMENTS OF UNDERSTANDING

- 1. Will you be attending another institution your last term before graduation?
2. Do you plan to attend the graduation ceremony?
3. Are you physically challenged or will you need special accommodations at the graduation ceremony?
4. A graduation fee of \$40 must be made at the time of application.
5. I understand that I am responsible for meeting all requirements to graduate...
6. If I am unable to graduate in the semester requested, I understand that I must reapply...

Student's Signature: _____ Date: _____

FOR ENROLLMENT SERVICES OFFICE USE ONLY

Graduation packet received in Enrollment Services office _____ Date Paid at Bursar _____