



COMMUNITY COLLEGE

OF RHODE ISLAND

Office of Enrollment Services

APPLICATION FOR GRADUATION

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

For directions on how to obtain a copy of your evaluation, please review the directions online at: http://it.ccri.edu/Documentation/myccri-tutorials/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 or summer semester. 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 are eligible to 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 submit a completed 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 <http://www.ccri.edu/commencement/>

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



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

APPLICATION FOR GRADUATION

CCRI ID # [] [] [] [] [] [] [] []

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

First Name Middle Name Last name
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

Please indicate the semester and year you completed or intend to complete all degree requirements: Fall 20 Spring 20 Summer 20

Degree: CERTIFICATE ASSOCIATE

Major: Dual Degree: (if applicable)

I wish to "walk through" the May Commencement (graduation) Ceremony; I have 6 or less credits to complete my degree requirements, which I intend to complete during the summer term. I understand that if I fail to complete this requirement by the end of the summer term, I will need to reapply for graduation and pay a non-refundable \$40 fee for the new application.

STATEMENTS OF UNDERSTANDING

- 1. Do you plan to attend the graduation ceremony this May?
I understand that I must be within 6 credits of completing my degree requirements to qualify to walk through. I also understand that I must complete my remaining credits this summer or I will have to reapply for graduation once I do complete the requirements (even if I do not wish to participate in the graduation ceremony at that time).
2. Are you physically challenged or will you need special accommodations at the graduation ceremony?
3. A graduation fee of \$40 must be paid at the time of application. Payment can be made at the Bursar's Office.
4. I understand that I am responsible for meeting all requirements to graduate for the semester, degree, and major stated above.
5. If I am unable to graduate in the semester requested, I understand that I must reapply for graduation once I complete the requirements.

Student's Signature: Date:

FOR BURSAR'S OFFICE USE ONLY

Date Paid at Bursar