

## DIRECTIONS AND PROCEDURES FOR GRADUATION

1. Students should schedule a meeting with their Program Coordinator or an Academic Advisor to complete the application.
2. Both the student and the Program Coordinator or Academic Advisor are required to sign the *Graduation Recommendation Form*.
3. A copy of the completed graduation packet should remain with the person assisting the student.
4. Students are required to hand-carry the completed graduation packet to the appropriate Academic Dean's office. Camden students are required to leave their packet in the Administrative Office on the second floor at the Camden Campus to be forwarded to the appropriate Dean's office, and Rohrer students are required to leave their packets at the Information Desk to be forwarded to the Dean's office.

### COMPLETED GRADUATION PACKETS MUST INCLUDE:

Application for Graduation  
Graduation Recommendation Form  
Current College Transcript  
Degree Audit

5. Deadlines for filing applications are:

January Graduates:   December 1  
June Graduates:       April 1  
August Graduates:    July 1

6. Those students whose application for graduation has been denied may appeal the decision through the Dean's office.

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