



GRADUATION APPLICATION INSTRUCTIONS

Signed and completed graduation applications and all paperwork are due at the Graduation Office as follows:

| DEADLINES | OFFICIAL DEGREE CONFERRAL DATE |
|---|--------------------------------|
| September 30 (January Diploma) | January 30 |
| January 30 (June Diploma) | June 20 |
| March 30 (August Diploma) | August 30 |
| (January, June & August graduates are eligible to walk in the May Commencement Ceremony of that year) | |

“APPLICATION DEADLINES ARE FIRM”

- The name on your diploma must be the same as it is listed in official college records. Review your Degree Audit (Degree Evaluation). This document indicates your degree, major(s), minor(s), and concentration(s). If your name, degree, major, minor, or concentration is incorrect, you must file the correct forms with the Office of the Registrar prior to submission of your graduation application.

Forms Link: <http://www.ramapo.edu/registrar/forms-transcripts/#5>

Students must make an appointment with an adviser or the convener in their major(s), minor(s), and concentration(s). Bring your graduation application and Degree Audit(s) (Degree Evaluations) to your meeting. The audit(s)/evaluation(s) must indicate that, upon successful completion of currently registered courses, all graduation requirements will be met. If anything on your audit indicates otherwise, your adviser must indicate how this requirement has been met and sign his/her name by each notation. After your application is signed by your adviser(s) and School dean(s), take it, with your degree audit stapled to it, to the Office of the Registrar, (D-224) and deposit it in the gray box that reads, “Graduation Applications.” “See instructions for school dean locations.”

- Be sure to indicate your Ramapo e-mail address on the application. This office will contact students only by their Ramapo e-mail account if any clarification is needed. ****IMPORTANT:** ALL correspondence regarding your graduation application and/or status will be sent to your **RAMAPO EMAIL ACCOUNT ONLY**. Therefore, you must maintain your Ramapo email account and check it regularly.
- Refer to the graduation site (<http://www.ramapo.edu/registrar/graduation-commencement>) for submission deadlines for grade changes, off campus study, PLEX, and CLEP credits. If your Degree Audit(s)(Degree Evaluation(s) does not indicate that all requirements have been met by this deadline, you will not graduate and must reapply for graduation.

If there are ANY graduation requirements that have not been met by the printed deadline, you will not graduate and must reapply.

- A \$100.00 non-refundable fee will be assessed to all students who have filed for graduation. The fee will be added directly to your bill/account. This fee covers the costs associated with degree processing. This fee is charged to applicants for each degree level: Baccalaureate and Master’s. In the case where a master’s student has received a previous degree from Ramapo College, this fee is applicable for the new degree level. However, if you file for graduation and do not graduate during that year, you will not be charged an additional fee. Instead, your first payment will be verified by the Graduation Office.
- Latin Honors are awarded to undergraduates who have completed a minimum of 64 Ramapo College credits (not including “P” grades) and who have achieved a cumulative grade point average as follows: 3.500-3.699 cum laude; 3.700-3.849 magna cum laude; 3.850–4.000 summa cum laude.

NO CHANGES OF ANY KIND MAY BE MADE TO YOUR ACADEMIC RECORD ONCE YOU HAVE GRADUATED.

If you decide to postpone your graduation, are requesting a grade change or have questions, please email the graduation coordinator at grad@ramapo.edu.

If you plan to participate in the May Commencement ceremony, be sure to do the following:

- Check your Ramapo email address for updates
- Verify your permanent address as your diploma will be mailed to you
- Order your regalia (cap & gown)

Congratulations!



APPLICATION FOR GRADUATION

DEADLINES

OFFICIAL DEGREE CONFERRAL DATE

September 30 (January Diploma)
January 30 (June Diploma)
March 30 (August Diploma)
(January, June & August graduates are eligible to walk in the May Commencement Ceremony of that year)

I am applying to graduate in: January Year 20 June Year 20 August Year 20

TYPE OR PRINT CLEARLY (Name indicated must be the same as name on official college records. Use correct spacing, hyphens, upper/lower case, accents, etc.). This is the way my name will be printed on my diploma. I am responsible for spelling errors due to illegible handwriting.

Name

Ramapo ID number R Ramapo Email address

Please circle a degree: BA BS BSN BSW MA MBA MS MSN MSW

Please circle a school: ASB CA SSHGS SSHS TAS

Major 1st Major(s) 2nd

Minor 1st Minor(s) 2nd

Concentration 1st Concentration(s) 2nd

I have previously completed all courses, not currently enrolled.

My degree evaluation (audit) indicates all graduation requirements will be met upon completion of registered courses.

I will be taking some courses at Ramapo College and some at another institution (for which I have received written permission).

Explain:

I will complete my requirements in another way (i.e., study abroad, credit by exam, transfer courses not yet credited).

Explain:

A \$100.00 non-refundable fee will be assessed to all students who have filed for graduation. The fee will be added directly your bill/account. This fee covers costs associated with degree processing.

I understand that if I fail to fulfill any requirement, I forfeit my right to graduate in the designated term and must reapply for graduation by the deadlines listed above. I understand that participation in the ceremony does not constitute conferral of a degree and that I must fulfill all requirements and be certified by the Graduation Office before I can receive my diploma.

If you decide to postpone your graduation, are requesting a grade change or have questions, please email the graduation coordinator at grad@ramapo.edu.

*Signature: Date:

*Required Approval of major advisor/convener: Date:

*Required Approval of minor convener: Date:

*Required Approval of school dean: Date: