



# Petition for GRADUATION 2011-2012

## Information

Matriculated students nearing completion of their programs should be working closely with their advisers to insure 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.

For persons who are required to enroll in Math 092, 094 or 099, the exit criterion for Developmental Algebra is the minimum graduation requirement for mathematics (*a grade of "A," "B" or "C" in the course and a passing grade on the Accuplacer/College Placement Test - Algebra Retest*). *All graduating students must demonstrate mathematics competency beyond Developmental Algebra.*

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. Career and short-term certificate completers must petition (no charge) through the ATC Center and are not eligible to participate in commencement.

## Instructions

1. Complete petition form and submit it with \$25 payment to the Bursar's Office.
2. A copy of your graduation evaluation will be sent to you approximately four-six weeks after your petition is submitted.
3. A graduation petition is valid until August 31 of each year. New petitions must be submitted for persons completing after September 1 of each year.
4. **Deadlines for graduation petitions:**

Fall 2011:	October 18, 2011	or with late fee until January 3, 2012
Spring 2012:	March 5, 2012	or with late fee until May 31, 2012
Summer 2012:	March 5, 2012	or with late fee until August 31, 2012

## Commencement

Commencement will be held **Thursday, May 17, 2012** for all students completing degree requirements between Sept. 1, 2011 and August 31, 2012.

## Commencement deadlines:

- All persons wishing to participate in commencement should submit a petition by **March 5, 2012**. **Late petitioners are not guaranteed a position in commencement.**
- Approved petitioners completing final classes in fall, spring or summer will be invited to participate in commencement. Petitioners wishing to participate in commencement must **not** exceed a maximum of 9 credits to be completed in the summer.
- Eligible students will receive information regarding commencement and cap and gown by mid April. The Grad Petition fee **does not** cover cap and gown cost.

Questions? Call Diana Appel in Admissions and Registration at **856/691-8600, ext. 228**  
or email [dappel@ccnj.edu](mailto:dappel@ccnj.edu).

**Please retain this information sheet for your records.**



# Petition for GRADUATION 2011-2012



This petition is valid Sept. 1, 2011 thru Aug. 31, 2012.

Which semester will your degree requirements be completed?

- Fall 2011
- Spring 2012
- Summer 2012

Please submit your petition by **deadline to avoid late fee:**

- October 18, 2011**
- March 5, 2012**
- March 5, 2012**

Late petitions may be submitted no later than:

- Jan. 3, 2012**
- May 31, 2012 (Spring)**
- August 31, 2012 (Summer)**

**A non-refundable \$25 fee applies for each process. Please indicate your intention.**

Initial Evaluation fee:  Late fee:  Re-petition fee:

**Diploma name must be legal name as it appears in our files. PLEASE WRITE LEGIBLY.**

Last Name First Middle Soc. Sec. # I.D. #

Street Address City State Zip

Home Phone Cell Phone Email

Birth Date List any other name used at Cumberland County College.

If you complete graduation requirements between September 1, 2011 and August 31, 2012, you may be eligible to participate in the May 2012 commencement ceremony. **Persons wishing to participate in the commencement ceremony should adhere to the above deadlines and submit petition no later than March 5.** Caps and gowns will be purchased directly from the college's Bookstore for an additional charge. More information is forthcoming.

Do you plan to participate in the May 17, 2012 commencement ceremony? Yes  No

Your evaluation will be completed based on the curriculum (major) on file. Please list: \_\_\_\_\_

Please list any other curricula under which you would like to be evaluated: \_\_\_\_\_

Which **CCC catalog have you been using to track your curriculum** (year on cover)? \_\_\_\_\_

**PLEASE COMPLETE REVERSE SIDE**

## OFFICE USE ONLY

Petition entry date: \_\_\_\_\_

Curriculum on file: \_\_\_\_\_

Curriculum code: \_\_\_\_\_

2nd curricula: \_\_\_\_\_

Curriculum code: \_\_\_\_\_

Evaluation Status	Semester	Date

Evaluation Status	Semester	Date

All graduation course requirements have been met:  Yes  No

G.P.A. \_\_\_\_\_

Degree: \_\_\_\_\_

Curriculum: \_\_\_\_\_

Posted as grad: \_\_\_\_\_

Diploma ordered: \_\_\_\_\_

Mailed: \_\_\_\_\_ Date: \_\_\_\_\_

Picked up: \_\_\_\_\_ Date: \_\_\_\_\_

Will you have more courses to take after this semester? If yes, please list all other courses you plan to take and the semester you plan to take them: *(Spring, Summer I, Summer II, Summer III)*

Course Name	Semester	Course Name	Semester
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been granted a course substitution (course waiver)? If yes, please complete. You may be asked to attach a copy with appropriate divisional signature.

Course(s) not taking

Course replacement

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Have you officially transferred credits from another college?  Yes  No

Do you intend to transfer credits from another college?  Yes  No

If so, from where and what course(s): \_\_\_\_\_

Do you have a physical disability that would require assistance during the commencement ceremony (i.e. wheelchair ramp)  Yes  No If so, please explain: \_\_\_\_\_

Is there any other issue of which you would like us to be aware?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_