

Request to Graduate

This request is good for one award per major only. A new request must accompany future attempts to graduate with any additional awards and/or majors. Awards are only pursued and granted consecutively, not concurrently.

Incomplete requests may result in delayed processing or be rejected.

If you have completed or expect to complete your program requirements for a Certificate, Diploma, or Associate Degree this semester, you must submit this form with a **Degree Audit**, signed and dated by both you and your advisor, to the **Registrar's office**. Both of these forms are **required** whether or not you plan on participating in the commencement ceremony. Requests to Graduate are due:

- By the last Friday in November for Fall graduation
- By the last Friday in March for Spring graduation
- By the last Friday in July for Summer graduation

Late requests may not be processed for the desired term, and/or may be processed for the following graduation point.

Students intending to use transfer credit to complete degree requirements must have official transcripts with final grades submitted to the Registrar's office **before** the last day of the semester they wish to graduate from. Students who do not have these records submitted risk having their award conferral delayed to the following semester.

Conferring awards is a large process that takes several weeks after the end of each term. Awards are mailed at the end of the process. If students do not meet the requirements to obtain their desired award, they will be notified by e-mail. If students fail to remedy the situation within one semester of notification, their Request to Graduate may be retired, and they may need to submit a new request.

There are three graduation points in the academic year: Spring/May, Summer/August, and Fall/December; however, there is only one commencement ceremony annually, held in May. Students who graduate in the Summer and Fall terms and have not already marched are welcome to participate in the May Commencement following their graduation. **Participation in commencement activities is not a guarantee of award conferral.**

To participate in the commencement ceremony, students must have completed all requirements by the end of the Spring semester, or be registered for any remaining requirements in the soonest possible term, not to exceed 3 credit hours. Students with 4 to 6 credit hours remaining for their degree as of the end of the Spring term may appeal to the Office of Academic Affairs for permission to participate in the commencement ceremony. Written permission to march must accompany the student's Request to Graduate.

Ceremony details and regalia ordering information is available on the "Student" tab under "Graduation" on CMConnect. Students needing special accommodations at the ceremony can contact Sonya Sampson at ssampson@cmcc.edu.

Students with outstanding financial obligations to the college at the time of graduation may not receive awards and/or be allowed to participate in commencement activities.

Students are welcome to pursue awards consecutively at CMCC; however, Quick Turn-Around (QT) Forms are only for students intending to pursue another award **immediately** following their graduation from a program. Students requesting immediate re-admission into a new program must submit a Quick Turn-Around Form **with** the Request to Graduate. QT forms will **not** be accepted from students at any other time. Students must meet all admission requirements for their chosen new program. Students who do not submit the QT form with the Request to Graduate, or who do not meet the admission requirements for their new program, will be de-matriculated after the award is conferred and will need to re-apply for admission. Students who are not planning to take courses in the term immediately following their graduation are not eligible for re-admission via Quick Turn-Around and should re-apply at www.cmcc.edu when they are ready to return. Students who have already lost their matriculated status are also not eligible for re-admission via Quick Turn-Around and must re-apply at www.cmcc.edu.

Please monitor CM Connect for e-mail notifications, announcements, and information regarding graduation, commencement, and regalia.

Student Name: _____ Student ID #: _____

Request to Graduate

Print clearly and complete all fields. Incomplete or illegible requests may be rejected.

Print your name EXACTLY as you wish it to appear on your award:

Major/Program of Study:

Award (Check One): _____Certificate _____Diploma _____AAS _____AS _____AA

Expected Completion Date: (Put in year) May _____ August _____ December _____

Marching in Commencement Ceremony: Yes No If **yes**, have your ordered regalia? Yes No

Permanent Mailing Address:

Personal Email Address (Not CM Connect): _____

Home Phone: _____

Cell Phone: _____

Ship my diploma to an alternate address:

Are you applying for a **Quick Turn-Around** to continue in another program here at CMCC?

Yes No --If yes, please attach a completed Quick Turn-Around Form to this request. (Quick Turn-Around Forms **must** be signed by an Admissions Representative before submitting.)

Student: I have reviewed my records with an advisor, and I have met or will have met all requirements for the above specified award by the end of the current term, assuming successful completion of currently registered courses. If I will not meet the requirements by the end of the term, I understand that I will not receive an award until all requirements are complete, and I have obtained written permissions to participate in the Commencement events, if necessary. My signature below indicates that I have read and understand the information on both pages of this form.

Advisor: I have reviewed this student's records with the student, and this student has met or will have met all requirements for the above specified award by the end of the current term, assuming successful completion of currently registered courses. If this student will not have met the requirements by the end of the current term, I have discussed an academic plan to complete the requirements with this student, and the student is within an appropriate number of credit hours for this request to be considered. Any course substitutions or requirement alterations have been approved and recorded in the appropriate manner.

Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____

Date: _____

Checklist:

Student ID Number

Student Name

Address

Student Signature

Advisor Signature

Degree Audit

QT Form (Optional)

Permission to March