

Application for Graduation

Date _____ Student ID # _____

Clearly **PRINT** your name **EXACTLY** as you want it to appear on your diploma.

Name		
First	Middle	Last
Address		
Street	Apt #	Home/Permanent Primary Phone # ()
City	State	Zip Code
		Cell/Alternate Phone # ()

Program of Study (Major) _____

Month and Year for which you are applying to graduate with all your degree requirements completed (circle one) **May** **August** **January** **Year: 20** _____

Degree applying for (circle one) **AA** **AAS** **AFA** **AS** **Certificate**

If you are applying for more than one degree and/or certificate for the **same** month and year, you must fill out **multiple** forms. Please submit the completed application(s) to:

Enrollment Services Office
Mercer County Community College
PO Box 17202
Trenton, NJ 08690

Please see your academic advisor **PRIOR** to submittal to ensure graduation readiness. A **GPA of at least 2.0** is required to be eligible to graduate. The deadline for this application is as follows:

May Graduation	February 1*
August Graduation	April 1* (if you are attending the May graduation ceremony) June 1* (if you are not attending the May graduation ceremony)
January Graduation	October 1*

** If this date falls on a weekend the deadline will be the next business day.*

Information about graduates will be published in the program, commencement brochures, and the news media. This information will include name, address, degree(s) awarded, honors, major field of study, or other information classified as "Directory Information" by the college and in accordance with the Family Educational Rights and Privacy Act (FERPA – see the current catalog for further information). If you do not wish to have this information released you **must file a written request** at the Student Records office to withhold the release of directory information.

Commencement is held once a year in May. Students who complete requirements in January or August may participate in this ceremony. All financial obligations must be cleared before diplomas will be released. Your diploma will be mailed to the above address if it is not picked-up within 45 days of notification. The college is not responsible for any lost or damaged diplomas. All degree/certificate requirements must be completed by the end of the term for which you are applying.

If all degree requirements are NOT satisfied by these dates it is the student's responsibility to file another Application for Graduation.

If you are requesting a duplicate diploma you will be required to pay a \$40.00 fee.

Student Signature: _____

Date

Diploma received by