

Office Use Only

XGRD _____
SACP _____
Ordered _____
To Student _____



GRADUATION APPLICATION

All graduates for the academic year are invited to participate in Spring Commencement. You must complete a graduation application if you wish to receive your Certificate or Associate Degree regardless of your intent to participate in the commencement ceremony; however, Chesapeake College reserves the right to award all academic credits earned, including certificates and degrees. No application fee is required.

Print your LEGAL name exactly as you would like it to appear on your diploma. (If different from the name on file, you must submit a demographic change form and appropriate documentation to the Registration Office.)

First _____ **Middle Name or Middle Initial** _____ **Last** _____

Student ID Number *or* Social Security Number: _____

Expected Year of Graduation: _____ **Which semester?** Spring _____ Summer _____ Fall _____

Enter academic program for your Degree or Certificate. (**A separate application must be submitted for each degree or certificate awarded.**) Refer to your Academic Evaluation Report (AER) for your active program.

Name of Program: _____ Program # _____

This application is being submitted for: Certificate _____ AA _____ AS _____ AAS _____ AAT _____

Are you a member of Phi Theta Kappa (PTK)? Yes _____ No _____

Do you plan to transfer additional credits from other colleges to Chesapeake College? Yes _____ No _____

If yes, from what college(s): _____ Enrolled there now? Yes _____ No _____

Your eligibility for graduation may depend upon transfer credit from another college. It is your responsibility to ensure that official transcripts from other schools are now a part of your Chesapeake College academic record.

I hereby agree to allow Chesapeake College to release my GPA and degree information to all individuals responsible for the selection of graduation awards.

Signature: _____ Date: _____

Mailing Address: _____
Number & Street or PO Box _____ City _____ State _____ Zip _____

Phone Number (s): Cell _____ Home _____

After an evaluation of your records has been done, you will receive an email through your Skipjack email account concerning your graduation status.

Submit application to: Chesapeake College, Office of Registration, P O Box 8, Wye Mills, MD 21679.
Fax: 410-827-5852 **Phone:** 410-827-5846 **Email:** jdavidson@chesapeake.edu

FOR OFFICE USE ONLY PERC DATE: _____ XGRD ENTERED DATE: _____
COMMENTS: _____

All students must complete an application to be considered for graduation, even if students do not plan to attend the annual spring commencement ceremony. Please note the specific semester deadline for graduation applications in the College's Academic Calendar (or in Step 4 below). Once your application is received, you will receive written notification.

Please follow the steps below to ensure your graduation plans:

1. MEET WITH AN ACADEMIC ADVISOR

All students are required to meet with an advisor, after completing 45 credits, for a Program Progress Review. If you have not done so, contact either Lorraine Holden X2203, Guido DeLuca X5804, Dana Bowser X5840, or Bob Boettger (Cambridge Center) X2621 in Student Success Services for a Program Progress Review. All students with a cumulative GPA below a 2.0 must meet with the Registrar personally.

Prior to meeting with an academic advisor, review your AER to ensure that you have satisfactorily completed or are enrolled in all courses in your program. If there are courses you need to transfer from another institution, now is the time to have an official college transcripts sent to Chesapeake College's Registration office.

2. COMPLETE A GRADUATION APPLICATION

If you and your advisor have determined that you have fulfilled or will fulfill all graduation requirements by the last day of finals for the requested term, complete the graduation application.

3. SUBMIT THE GRADUATION APPLICATION TO THE REGISTRATION OFFICE

All applications must be submitted to the Registration Office according to the schedule below:

- ◆ **SPRING Graduation:** Submit application between December 1 and March 1
Submission Deadline: March 1

- ◆ **SUMMER Graduation:** Submit application between May 30 and July 1
Submission Deadline: July 1

- ◆ **FALL Graduation:** Submit application between July 1 and November 1
Submission deadline: November 1

Please mail your completed application to: Chesapeake College, Office of Registration, P.O. Box 8, Wye Mills, MD 21679. If you prefer, you may drop off your application in-person at the Wye Mills campus (Registration office), or the Cambridge Center. You may also fax the application to the Registration Office at 410-827-5852.

4. COMPLETE THE GRADUATING STUDENT SURVEY

Chesapeake College values your feedback as a graduating student. Please follow this link to complete the survey and tell us about your experience <https://www.surveymonkey.com/r/ChesapeakeGraduateSurvey>

5. CHECK YOUR FINANCIAL STANDING

You must be in good financial standing with Chesapeake College in order to graduate. All accounts must be paid in full and there cannot be any library obligations.

6. AWAIT CONFIRMATION FROM THE REGISTRATION OFFICE OF YOUR APPLICATION STATUS AND GRADUATION STATUS. *This confirmation will be sent to your Skipjack email account.*

For more information, please call the Office of Registration at 410-822-5400, 410-758-1537, or 410-228-4360, ext. 2249.