

# Rock Valley College – Application for Degree or Certificate Completion

**\*Please see an Academic Advisor prior to submitting this application to the Records & Registration Office\***

This application will not be reviewed until after the final grades have been submitted for the semester in which you are applying.

To apply for spring graduation, submit application by **March 1**

To apply for summer graduation, submit application by **June 1\***

To apply for fall graduation, submit application by **October 1**

**\*If you are a summer graduate planning to participate in the current year's annual ceremony, submit application by March 1**

Applications must be returned to the Records & Registration Office to be considered for graduation by the specified deadlines.

Name (As you would like it to appear on your diploma) \_\_\_\_\_ Previous Last Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ Today's Date \_\_\_\_\_

Address (with apartment number if applicable) \_\_\_\_\_ City, State, Zip \_\_\_\_\_ **\*\*If your address changes, notify Records to update your GRADUATION APPLICATION\*\***

Phone Number \_\_\_\_\_ Non-RVC Email Address \_\_\_\_\_ Semester & Year of Completion \_\_\_\_\_

~~~~~  
Emails relating to Commencement & and post-graduation messages will be sent here, as well as RVC Gmail  
~~~~~

**Please mark one of the following:**  
**(Each degree/certificate applied for must be on a separate application form)**

**► Degree Applying for:**

*\*Eligible for participation in the annual Graduation Ceremony*

\_\_\_ Associate of Arts (1000)                      \_\_\_ Associate of Science (1700)                      \_\_\_ Associate in Engineering Science (1775)

\_\_\_ A.G.S. (0100; requires a signed contract)    \_\_\_ Associate in Applied Science in: \_\_\_\_\_  
Degrees in this category can be found on the reverse of this form

***Note: Only for students earning a degree...***

**Are you planning to attend the annual ceremony:**

*Regardless of intent to participate in the ceremony, all diplomas and certificates will be mailed within six weeks following the end of the semester that requirements were met.*

**Yes** By selecting "YES" an informational letter/reservation form will be emailed to you in early March to confirm your participation. If you wish to participate in the ceremony, return the reservation form by the deadline noted in the information letter to officially reserve your cap, gown, seat and guest seating. Students must order a cap & gown via the process outlined in the information letter – you may not borrow a prior graduates regalia.

**No** By selecting "NO" you have indicated you will not be participating in the ceremony. No further information will be sent to you regarding Commencement.

**► Certificate Applying for:** \_\_\_\_\_ Certificates in this category can be found on the reverse of this form

*\*Not eligible for participation in the annual Graduation Ceremony*

The Graduation Survey has been completed prior to the submission of the Application for Completion.

Duplicate Diploma/Certificate  
\$30 Diploma reprint • \$10 Certificate reprint  
\_\_\_ Pick Up \_\_\_ Mail (Processed on Fridays)

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have confirmed that this student's program evaluation is correct and the student is on track for graduation for the semester indicated above.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I am aware of my academic requirements to complete graduation. I understand that if my requirements are not completed as discussed with my Advisor and/or as indicated on my program evaluation, I will not be able to graduate for the semester indicated above and I must re-apply.

**For Office/Advisor Use Only:**

IAI: \_\_\_\_\_ Curriculum Number: \_\_\_\_\_ Catalog Used: \_\_\_\_\_ GPA and Honors: \_\_\_\_\_ Date Degree/Cert. Posted: \_\_\_\_\_

PTK Member: \_\_\_\_\_ Advisor's Notes (please list courses/requirements needed towards completion): \_\_\_\_\_

Substitutions/Waivers are needed