

# THE OFFICE OF THE UNIVERSITY REGISTRAR



## Graduation Process & Information

### ABOUT GRADUATION

“**Graduation**” at Rowan University is the successful and final completion of all *University* criteria (credits, grades & GPA) and all requirements for a student’s *particular* major(s), minor(s), concentration(s), and/or specialization(s) – including specific coursework, additional GPA requirements, and/or special courses such as clinical practice, internship, research, thesis, etc. Rowan University officially graduates students four times each year – May, August, December, and January. Students must complete the online graduation application (before degree/program completion) in order to be reviewed for graduation and, if approved, awarded a degree. At Rowan, “**commencement**” is quite different from graduation. Commencement is the set of voluntary ceremonies that take place only one time each spring. Students who have completed, or are near completion (per stated policy) of their degree/program, are invited to participate; however, participation in the commencement ceremony does not indicate the student has earned a degree.



### MASTER GRADUATION DATES & DEADLINES CHART

Term you expect to Graduate: <i>This means you must complete all degree/program requirements (including transfer credits, all grades, GPA minimums, special courses, internships/clinical practice, etc.) by the end of this term.</i>	Deadline dates to Apply to Graduate: <i>You must apply online for graduation review via SSB, <a href="http://rowan.edu/self-service">rowan.edu/self-service</a>.</i>	Deadline dates for Academic Advisors to review any submitted Graduation Applications:	Dates when Degrees will be awarded in system and posted on Transcripts:	Date that will be posted on the Transcript and Official Diploma:	Date official Diploma will be mailed to you:
Spring 2021	Jan. 4 – Feb. 26	Mar. 8 – Mar. 19	June 2021	May 30, 2021	August 2021
Summer 2021	April 5 - June 4	June 14 - June 25	Sept. 2021	August 30, 2021	October 2021
Fall 2021	Aug. 17 – Oct. 5	Oct. 18 – Oct. 29	January 2022	Dec. 30, 2021	February 2022
Winter 2022	Oct. 19 – Nov. 30	Dec. 6 - Dec. 17	February 2022	January 30, 2022	March 2022

### WHEN DO I APPLY FOR GRADUATION?

Students must apply to graduate online through Self-Service Banner (SSB) via [www.rowan.edu/selfservice](http://www.rowan.edu/selfservice) – select “Apply to Graduate.” The graduation application only takes a few minutes to complete but records cannot be reviewed or officially conferred without it. Submitting your online application will trigger a \$100 graduation application fee to be added to your Rowan account shortly after submission. The graduation application fee is approved by the Board of Trustees. The fee is a one-time charge and covers the processing of the application(s), the cost of the degree audit(s) and evaluation(s), the production and mailing of the diploma by an outside service, and diploma covers distributed at commencement. Students can view their application details online through SSB – select “View Pending Applications.” Please refer to the “Master Graduation Dates & Deadlines Chart” above for the appropriate deadline.

### HOW IS IT DETERMINED THAT I MEET ALL GRADUATION REQUIREMENTS?

The Graduation Team in the Office of the University Registrar reviews students’ transcripts to ensure that they have earned the *University*-required credits, grades, and GPA. All Academic Advisors (for majors, minors, concentrations, and specializations) submit separate reviews for each graduation applicant (refer to the “Master Graduation Dates & Deadlines Chart” for timelines) via a separate online system. Prior to submitting a graduation application, students are encouraged to meet with their Academic Advisor to verify that they will complete all necessary requirements (and that they will do so on their anticipated timeline).

## WHEN WILL I GET MY DIPLOMA?

Diplomas for all graduates in good standing will be delivered directly to the address submitted on their online graduation applications. Please refer to the “Master Graduation Dates & Deadlines Chart” for delivery dates. To check the mailing address submitted on your graduation application go to Self-Service Banner ([www.rowan.edu/selfservice](http://www.rowan.edu/selfservice)) and select “View Pending Applications.” If you need to change any information please contact [graduation@rowan.edu](mailto:graduation@rowan.edu) before the posted delivery dates.

**A note about “good standing:”** Good standing indicates that the graduate does not have any holds or restrictions that would prevent them from receiving the diploma. If a student is not in good standing, diplomas are held in the Office of the University Registrar for mailing until any holds or restrictions are lifted.

## GRADUATING WITH UNIVERSITY HONORS

Rowan University recognizes exceptional academic achievement upon graduation. Please note that the University requires a minimum of 30 Rowan credits to be considered for University Honors. University Honors are recognized for undergraduates only.

**Honors are awarded as follows:**

**3.450-3.649 Cum Laude**

**3.650-3.849 Magna Cum Laude**

**3.850-4.000 Summa Cum Laude**



For **graduation**, University Honors are based on students’ final cumulative GPA and will be printed on students’ diplomas and transcripts. For **commencement**, University Honors are based on the cumulative GPA earned at the end of the winter term of the students’ final year. This GPA is given to Barnes & Noble for students to purchase the coordinating honor cord and will be noted, with a symbol, in the Commencement Program.

## GRADUATION & COMMENCEMENT INFORMATION MEETINGS

Each year, during the fall and spring terms, the Graduation and Commencement Teams partner to provide important graduation and commencement details to all non-medical students. Students are strongly encouraged to attend one meeting and to bring friends.

**Information Sessions: February 2022. Dates to be Determined.**

## HELPFUL TIPS

All information regarding the status of a student’s graduation application will be sent to their Rowan email accounts only.

- Degree Works/GRAD Report is **NOT** used to determine successful completion of requirements. (This tool assists students with their plan of study only.) Work directly with your Academic Advisor for information about degree/program completion.
- If you registered for a minor, concentration or specialization that you have NOT completed, you must remove it from your academic record through the University Advising Center
- A double-major must submit two separate applications (one for each major) but will not be charged two application fees. Double majors can only apply for graduation when both majors are expected to be completed. *(Please note: Undergraduate education majors are dual majors – NOT double majors – and will only submit one graduation application).*
- Students in an accelerated program (CADP, 4+1) can now apply for the UG portion of the degree in the term requirements are met, and re-apply for the Graduate level degree when the Graduate requirements are met.
- Please contact [commencement@rowan.edu](mailto:commencement@rowan.edu) for any commencement ceremony questions.



## WHAT ABOUT COGS/CAGS AND OTHER CERTIFICATIONS OR ENDORSEMENTS?

- Graduation is the awarding of a Bachelors (BA or BS), Masters (MA/MS), or Doctoral (Ph.D. or Ed.D.) degree. You can also apply for a CUGS (certificate of undergraduate study) via the graduation application at the same time that you apply for the undergraduate degree. Rowan offers many other certification (COGS and CAGS) and graduate endorsement programs. Online Graduation Applications are **NOT** accepted for these programs.
- In order to update students’ transcripts with the completion of a certification or endorsement, students must submit a “Certificate Completion Processing Form”. Students are responsible for obtaining the required signatures and submitting it to the Office of the University Registrar upon successful completion of their program. This form can be found on the University Registrar’s website: <http://www.rowan.edu/provost/registrar/forms.html>.
- Students can also purchase an optional printed certificate by including a \$15 payment (check or money order) with their “Certificate Completion Processing Form.”

**CONTACT US**

**856.256.4375**

**[graduation@rowan.edu](mailto:graduation@rowan.edu)**

**[rowan.edu/graduation](http://rowan.edu/graduation)**