



Office of the University Registrar
UNIVERSITY SCHOLAR ORDER FORM

This form is used to place orders for printed President’s Scholar and Deans List certificates. **There is a \$15 fee for each certificate.** The Office of the University Registrar will confirm student GPA and credits for the term to ensure that all eligibility requirements have been met. If you are ordering certificates for multiple terms, please use a separate form for each term. Once the completed form has been received, please allow an additional 6-8 weeks for processing. Students will receive an email to the email address(es) provided on this form when certificates are ready for pickup or mailing. *(Due to the risk of damage during shipping and our inability to track certificates once they leave our office, it is highly recommended that students pick up their certificate(s), in person, from the Office of the University Registrar.)*

Printed certificates will only be available for order through June 30, 2018. Beginning on July 1, 2018, all University Scholar designations will automatically be listed directly on student transcripts.

PART I: STUDENT INFORMATION

Last name	First name
Rowan ID	Major
Name as it should appear on certificate	
Email	Phone number

PART II: UNIVERSITY SCHOLAR INFORMATION

- President’s Scholar:** *bestowed upon full-time, matriculated undergraduates who have earned a cumulative grade point average of 4.0 for a given term, based on 12 semester hours of letter grades. P/NC, and transfer grades will not contribute to the computation of cumulative grade point averages.*
- Undergraduate Deans List:** *bestowed upon undergraduate students who have earned a grade point average of 3.45 or better for a given term, based on 12 semester hours of letter grades. P/NC, and transfer grades will not contribute to the computation of cumulative grade point averages.*
- Graduate Deans List:** *bestowed upon those Graduate students who have earned a cumulative grade point average of 3.85, or better for a given term, with a minimum of 9 earned hours of graded coursework. P/NC, and transfer grades will not contribute to the computation of cumulative grade point averages.*

Scholar term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer*	Year	Term GPA
Number of certificates requested	Amount due <i>(number of certificates x \$15 each)**</i>	

**Undergraduate part-time honorees are determined at the end of the Summer term.*

***Checks/money orders should be made out to “Rowan University” and should include student’s Rowan ID number on the front. Visit the Office of the Bursar first, if you wish to pay via a method other than check or money order.*

PART III: PICKUP/MAILING INFORMATION

- Please choose one option:*
- I will pick up my certificate from the Office of the University Registrar. *(RECOMMENDED)*
 - Please mail my certificate to the address below:

Street address	City, State, Zip code
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Please submit this completed form, with payment, to the Office of the University Registrar:

Rowan University
Office of the University Registrar, Savitz Hall
201 Mullica Hill Road
Glassboro, NJ 08028