

Graduation FAQ's

1. Question:

Do I have to apply for graduation?

Answer:

Yes. Graduation is not automatic. Once you are ready to graduate from RACC you must notify RACC of this intent. You do this by filling out an online graduation application and paying a matriculation fee. If you fail to do this, your transcript will not indicate that you have graduated, even if you have met all your program requirements.

2. Question:

What is the Application for Degree/Certificate/Diploma form?

Answer:

This is the official application for graduation. You access it through your Web Advisor account and fill it out online. When you successfully submit your application, the system sends an email to you at your Ravens email account.

3. Question:

What are the requirements to apply for graduation?

Answer:

Before you submit your graduation application, you must first preregister for your final semester so that your program evaluation includes all the courses you plan to take. After you have preregistered, there are four initial requirements you must meet to be allowed to apply for graduation:

- You must have earned or preregistered for at least 80% of the credits required for your program.
- The academic program and degree entered on your application must match the program and degree on RACC's database record for you.
- If you are enrolled in General Studies you must **not** have a status of "undeclared major."

When you submit your application, the system checks all three of the initial requirements. If one or more of these checks fails, the system displays an error message describing the problem and the action you must take, and it will **not** accept your application. Once you have corrected the problem, you must resubmit your graduation application.

4. Question:

When should I complete my application for graduation?

Answer:

Before you apply for graduation, you must first preregister for your final semester so that your program evaluation includes all the courses you plan to take. Deadlines for filing your application are available [here](#).

5. Question:

If I do not graduate during the month I list on my application, do I need to reapply for graduation?

Answer:

If you do not graduate in the month listed on your application, you will need to reapply for graduation. If you are a candidate for May graduation and are taking summer classes to complete your requirements for May, do *not* reapply for graduation. However, be aware that if you fail to complete your requirements during the Summer session, you will not graduate, even if you attended the May commencement ceremony. If that happens, then you will need to reapply for graduation once you complete your requirements.

6. Question:

What is a program evaluation?

Answer:

A program evaluation is a series of administrative procedures that determine if a student has met all degree requirements. Your Division Dean performs an initial evaluation of your eligibility to graduate after you submit your graduation application, which is why you must preregister for your final semester before you apply to graduate. The final evaluation is conducted by the Records Office and is the official determination that you have completed all degree requirements. It is your responsibility as a student to ensure that you meet all your requirements for graduation.

7. Question:

What if I took courses at another college, and they do not appear on my RACC transcript?

Answer:

Make sure that you have requested an official transcript from the college at which you completed the course. If you have not requested an official transcript, do so at once. The transcript must be sent directly from the college to RACC, Attention: Welcome Center. Copies of transcripts issued to students are not acceptable.

8. Question:

What if I am taking a course at another college to complete my requirements at RACC?

Answer:

When the official transcript is received from the other college, your course will be posted to your RACC record. If it is not posted by the time you are ready to apply for graduation, you should immediately contact the RACC Welcome Center.

9. Question:

If I have a grade of incomplete (I) what must I do?

Answer:

RACC does not assume you will successfully complete a course when you have a grade of incomplete. You must contact your instructor to complete the course requirements. The academic requirement is incomplete until your instructor submits your final grade.

10. Question:

How many credits do I need to graduate?

Answer:

Students enrolled in two-year degree programs must complete a minimum of 60 credits prior to graduation, although some majors require more. Students receiving certificates and diplomas require less. Transfer students must have a minimum of 15 RACC resident credits. See the RACC College Catalog for more information.

11. Question:

What grade point average (GPA) must I have to graduate?

Answer:

Students must have a cumulative 2.0 GPA to graduate.

12. Question:

Can I graduate with multiple program degrees, certificates, or diplomas?

Answer:

Second Degree – A second degree is awarded only when all the program requirements for the second degree have been met and when the student has successfully completed 15 additional credits that are not duplicated in the first degree program.

Second Certificate – A second certificate is awarded only when all the program requirements for the second certificate have been met and when the student has successfully completed 9 additional credits that are not duplicated in the first certificate program.

Second Diploma – A second diploma is awarded only when all the program requirements for the second diploma have been met and when the student has successfully completed 6 additional credits that are not duplicated in the first diploma program.

13. Question:

Is my major listed on my diploma?

Answer:

No, only the degree awarded and any distinctions earned. If you need to show proof of graduation, including your major, you must request an official transcript.

14. Question:

How do I earn a degree with distinction?

Answer:

The College recognizes an Academic Honors Group at graduation. The Academic Honors List includes the names of graduates **who have earned 30 hours** or more of their coursework at Reading Area Community College and earned a cumulative grade point average of 3.50 or better.

Pre-college level developmental classes will be excluded from calculation of the official graduation GPA and from consideration of graduation honors.

Honor students will be recognized as follows:

3.95 and above	Summa Cum Laude
3.75–3.94	Magna Cum Laude
3.50–3.74	Cum Laude

The announcement of students graduating with distinction that is made at May commencement is based on their GPA as of the semester prior to graduation (Fall).

15. Question:

If I want to graduate in two programs, do I receive two diplomas?

Answer:

If the majors are in the same degree program (for example, if both are AA), you will receive one diploma. If each major is awarded a different degree (for example, AA and AAS) with at least 15 additional credits beyond the first degree, then you may be eligible to receive a diploma for each degree awarded. If you believe you may be eligible for more than one diploma you should contact the Division Dean for the second academic program.

16. Question:

Will I receive my diploma at May commencement?

Answer:

No. Commencement and graduation are not the same thing. Commencement is the ceremony for candidates for graduation. Graduation is the point at which the College determines that all degree requirements have been completed and the degree is conferred. Diploma cases are issued to students who attend May commencement.

17. Question:

If I do not attend May commencement, how will I receive my diploma?

Answer:

Diplomas that have been cleared for release will be mailed first class to the students' permanent residence listed on the graduation application. They are normally mailed eight weeks after the ceremony.

For students taking summer classes for May graduation, diplomas will be mailed approximately eight weeks after the end of the Summer session.

18. Question:

When will I get my diploma?

Answer:

Your diploma will be mailed approximately eight weeks after the graduation month to the address on your graduation application. You must have satisfied all your financial obligations to the College to receive your diploma.

19. Question:

Suppose I move before I receive my diploma?

Answer:

Email the Student Records Manager at hkline@racc.edu and provide RACC with your new address.

20. Question:

If I have not finished my requirements in May, can I still participate in the May commencement ceremony?

Answer:

Participation in the ceremony is limited to those who have completed all quality point-bearing degree requirements and for those who are within eight credit hours of meeting graduation requirements.

All outstanding requirements must be satisfied in the Summer semester following May graduation of the same year. Failure to meet this deadline will result in the delay of your official graduation from RACC, and you must reapply for graduation after meeting your graduation requirements.

21. Question:

If I graduate in September or December, may I attend the May graduation ceremony?

Answer:

Yes, except for students enrolled in the Licensed Practical Nursing program, which has its own graduation ceremony.

22. Question:

How do I order a copy of the DVD recording of the May graduation ceremony?

Answer:

Information and ordering forms regarding videotaping for commencement are available. Please print the order form, complete the required information and make payment at the Cashier's Office in B107. Checks are payable to Reading Area Community College.

23. Question:

How do I order my cap and gown?

Answer:

There is no fee to order. Please refer to Step 3 in Application Process.