

**GRADUATE STUDIES AND CONTINUING EDUCATION  
GRADUATION CLEARANCE APPLICATION**

This application must be completed and returned to the Graduate Office (Hepburn 206) before the appropriate deadline date. I am applying for the following graduation date (**check one**):

\_\_\_\_\_ **Fall** all Requirements completed: apply Aug 1 to September 30

\_\_\_\_\_ **May all** Requirements completed: apply November 1 to December 9

\_\_\_\_\_ **Summer I/II all** Requirements completed: apply May 16 to June 9

*NOTE: Graduate students completing degree requirements during the Summer do not participate in the Commencement program that year; they are invited to the following year's ceremony. Effective July 1 2010, \$75 non-refundable application fee charged to all students upon filing for graduation. Diploma will not be released if there is a balance due to the University.*

Student GOTHIC ID #: \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_

Middle \_\_\_\_\_

Your Diploma name must match the First and Last name on your permanent record. You may add a middle name, initial, or suffix to your Diploma name. Official documentation must be submitted for change of names.

- First Name \_\_\_\_\_
- Middle \_\_\_\_\_
- Last Name/Suffix \_\_\_\_\_

PROGRAM/PLAN (i.e., Math; Special Edu; CJ) \_\_\_\_\_

Transfer Credits:: YES OR NO From: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**Is this a new address? Circle one please. Yes No**

Telephone: ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

*I acknowledge and accept full responsibility that I have read the directions and completed the statements on this application to the best of my knowledge.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTIFICATION: As soon as the audit of your record is complete, you will receive a letter from the Graduate Office informing you of the outcome. Ceremony information will be sent under separate cover during the Spring semester. Inquiries directly to: [CLRC\\_GRADSTU@NJCU.EDU](mailto:CLRC_GRADSTU@NJCU.EDU) FAX 201-200-2188

**Graduate Studies Graduation Clearance Policy**

All Students requesting graduation clearance must complete the Graduation Clearance Application

Candidates for a degree must be fully matriculated to a degree program.

All graduate degree programs require a minimum Cumulative Grade Point Average of 3.0

Candidates are subject to Departmental requirements and approval.

Certification –only students are not eligible for graduation clearance.

**(Revised 07.21.2011)**

TO: Graduate Students Filing for Graduation

FROM: Office of Graduate Studies and Continuing Education

RE: Continuing Graduate Study Beyond Degree Completion **Policy**

Students completing a master's degree or professional diploma program who wish to continue their graduate studies must apply and be accepted for admission to pursue a subsequent degree, certificate or certification eligibility, or courses only.

Graduating students may not enroll in any classes in a subsequent term until they have received a letter of admission for their new program.

#### **Simplified Application Requirements**

Students completing a master's degree or professional diploma program are not required to resubmit any documentation already provided that may be required for admission to a new program (e.g., transcripts, test scores). Please contact the Office of Graduate Studies and Continuing Education for requirements for specific programs.

#### **Possible Financial Aid Implications**

If a student received financial aid while enrolled in a current or previous degree or certificate program at New Jersey City University, please note that this eligibility for financial aid ends upon completion of that program of study. If a student wishes to continue to be eligible for financial aid for courses taken after completion of his/her of study, the student must first matriculate (be accepted into) the new program of study.

For any questions about your eligibility for financial aid for subsequent programs of study, please contact your financial aid counselor at 201-200-3173.