



## Application for Graduation Procedures

**APPLICATION FOR GRADUATION MUST BE MADE THE SEMESTER PRIOR TO THE SEMESTER IN WHICH YOU PLAN TO GRADUATE. PLEASE CHECK THE GRADUATION LINK ON THE NEW RIVER WEBSITE [www.newriver.edu](http://www.newriver.edu) (UNDER ACADEMIC SERVICES) FOR DEADLINES.**

1. You ***must*** obtain a copy of your evaluation from your advisor and attach it to the graduation application. Return the application to the respective New River CTC campus Business Office.  
**A Student can receive no more than two degrees at a given commencement.**
2. Deadlines for submitting applications are published in the current catalog, the current class schedule, and the New River CTC Website.
3. Your academic file will be evaluated in accordance with your degree program and you will receive a letter from the Registrar's Office regarding the outcome of this review.
4. Inform the Registrar's Office of any changes in your address so that you will receive notification of commencement activities and your diploma.
5. Diplomas are printed three times a year, once after each graduation (Spring, Summer and Fall). Diplomas are mailed to the address on the graduation application three to four weeks after the graduation date.
6. All candidates for graduation who have completed or are currently enrolled in the class(es) necessary for graduation from their respective degree programs, are encouraged to participate in the commencement program. Your graduation is not official until all degree requirements have been completed. **Participation in the commencement does not constitute graduation from New River Community & Technical College.**
7. You will receive information regarding the commencement ceremony, caps and gowns, and announcements in late March or early April prior to the May ceremony.

**A Commencement Ceremony is conducted in May of each year. All students from Summer, Fall and Spring graduation dates are eligible to participate in the ceremony.**

## **To Apply for Graduation**

- 1. Meet with your faculty advisor and complete an evaluation sheet.**
- 2. Complete graduation application.**
- 3. Submit the following to the Business Office:**
  - Graduation Application**
  - Copy of evaluation sheet**
  - Ensure all tuition and fees are paid**
- 4. You will receive a letter from the Registrar's Office confirming receipt of your application. If you have any questions regarding your application contact:**

**Tonya Webb**  
**1-304-929-6722 or twebb@newriver.edu**
- 5. You will receive a second letter from the Registrar's Office after your application is reviewed. This letter will notify you of any outstanding requirements, financial holds, or other issues that would prevent you from graduating.**

### **Mailing Address:**

**New River Community and Technical College**  
**Registrar's Office**  
**ATTN: Tonya Webb**  
**280 University Drive**  
**Beaver, WV 25813**



# Application for Graduation

*\*Please complete all information requested.\**

## Student Information

**Full Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_  
*(Print full name as you wish it to appear on your diploma)*

**Mailing Address** \_\_\_\_\_  
Street City State ZIP  
*(An address where letters concerning graduation and diploma are to be mailed. Diplomas are mailed approximately one month after the graduation date)*

**Telephone Number:** ( ) \_\_\_\_\_ **Personal Email:** \_\_\_\_\_

## Degree Information

**Date of Expected Graduation:**  Fall  Spring  Summer \_\_\_\_\_  
Year

**Campus:**

Greenbrier Valley Campus  Mercer County Campus  Nicholas County Campus  Raleigh County Campus

**Advisor:** \_\_\_\_\_

**Degree 1:**  Associate of Arts  Associate of Science  Associate of Applied Science  Certificate Program

**Major:** \_\_\_\_\_ **Concentration (s):** \_\_\_\_\_

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**Course Substitutions in Process or Planned?**  Yes  No

## Cap and Gown Information

### Required Information

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

**IF STUDENT QUALIFIES ONLY 1 HONOR CORD PER DEGREE WILL BE SOLD.**

If my address changes, I will report the change of address to the Registrar's Office in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date