

# HESSER COLLEGE

## Petition to Graduate

Name (please print)	Student ID#	SS#
Mailing Address	City	State
Email Address	Phone	
Campus Location (MUST circle): Manchester-Day   Concord-CE   Manchester-CE   Nashua-CE   Portsmouth-CE   Salem-CE		
Program _____ Bachelor   Associate   Diploma   Certificate		
Completion MONTH: _____ YEAR: _____ Ceremony Year: 20__ __ Insert 2 digit year		
(Will you Attend the May Ceremony? See back for details.) Please Circle If yes, provide measurements for cap/gown.		YES   or   NO Height: _____ Weight: _____

Please PRINT your name exactly as it is to appear on your Diploma

Student Signature – I certify that I have read and understand the information on the back of the petition.	Date
Advisor Signature	Date
Career Services Signature	Date

### Financial Aid Exit Counseling

Hesser College would like to congratulate its graduating class. If you have received Financial Assistance to help you pay for college, you will be required to attend Exit Loan Counseling. Because we understand how busy it can be for our graduating population, we have set up an online counseling test that, you the student, can complete. You can follow these simple steps to complete your graduation requirements.

1. Visit the appropriate website:
  - a. Direct Loans – <http://www.mappingyourfuture.org>
  - b. Federal Family Education Loans – <http://www.mappingyourfuture.org>
2. Begin the Exit Counseling procedure – click on the following links
  - a. Student Borrowers
  - b. Complete On-line Student Loan Counseling (Entrance & Exit)
  - c. Exit Counseling – look for Stafford Exit
3. Complete the Exit Counseling test.
4. After completion, print the confirmation page for your records.

**I understand that I am required to complete Exit Loan Counseling, as part of my graduation requirements. I agree to follow the steps listed above to complete my exit loan counseling, or contact my Financial Aid office to make other arrangements.**

Name (please print)	SID#	SS#
Signature	Date	

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### Graduation Requirements

1. The requirements for the student's major must be successfully completed.
2. A minimum of a 2.00 Grade Point Average must be achieved in the major
3. An overall cumulative grade point average (CGPA) of 2.00 must be attained.
4. The student must have earned a minimum of ¼ of the total number of credits needed in any program at Hesser: 12 credits (associate level) or 24 credits (bachelor level) in the student's major.

### Petition to Graduate Forms

Petition to graduate forms are available at the Academic Advising Center and at all campus locations. Petitions must be completed and submitted by the applicable deadlines. Hesser College conducts one formal ceremony each year in May.

To attend the May ceremony

**YOU MUST PETITION PRIOR TO APRIL 1<sup>ST</sup>.**

### Petition Filing Deadlines

Petitions should be filed, at a minimum, 30 days prior to the end of your last term.

For example:

If your last term ends on August 31<sup>st</sup>, the petition should be submitted no later than August 1<sup>st</sup>.

If your last semester ends on December 20<sup>th</sup>, the petition should be submitted no later than November 20<sup>th</sup>.

### May Ceremony Attendance Policy

Students lacking no more than 6 credit hours toward completion of a degree AND who are enrolled to complete outstanding coursework may participate in commencement ceremonies.

Participation in the ceremony is reserved for students who will/have complete(d) all degree requirements by August of the current year. Students who qualify for ceremony attendance must indicate intent to participate on the Petition to Graduate form.

### Latin Honors

Honors are recognized for degree recipients who have completed a minimum of 45 credits (associate) and 90 credits (bachelor) at Hesser College.

Diploma/certificate students DO NOT qualify for Latin Honors.

\*Cum Laude: 3.25-3.49 CGPA

\*Magna Cum Laude: 3.50-3.74 CGPA

\*Summa Cum Laude: 3.75-4.00 CGPA

### Outstanding Obligation

Transcripts and diplomas will not be issued to students (current or former) who have an outstanding obligation to the college. Only after such obligations have been met, will transcripts be released.

### Transcripts

A transcript is the academic history of a student as s/he attends college. Each transcript requested/issued by the Office of the Registrar is \$5.00. Each student will receive one unofficial transcript with his or her diploma after all graduation requirements have been completed. Transcripts must be requested in WRITING by the student. An official transcript bears the College seal. Official transcripts will be mailed to another college, school department or other agency or to the student in a sealed envelope. TRANSCRIPTS WILL NOT BE FAXED.

### Change of Address Policy

Students who change either their permanent home address or their local mailing address are expected to complete a student status change request form (SSCR). Putting an updated address on the petition to graduate will not change your address with the college. Students who have moved and have not submitted a change of address in writing via a SSCR is not exempt from the consequences of failing to receive official Hesser College notices and communications. Failure to notify the Office of the Registrar of address changes may cause delay in the handling of student records and in notifying students in case of emergency. Forms are available at the Registrar's Office and all campus extensions.