

## What do I do if my diploma is incorrect?

If a typographical error appears on your diploma return it to Registrar's Office.

## How to Obtain an Unofficial Transcript?

- Log into [myRWU](#) Campus Portal
- Click on [Services](#) tab
- Click on [Academic Profile](#) link
- Click on [Transcript](#) Link

## How do I Update my Change of Name?

To update your legal name you will need to submit supporting documentation and complete the Name Change form and return to the Registrar's Office.

[http://rwu.edu/sites/default/files/downloads/registrar/change\\_of\\_name\\_form.pdf](http://rwu.edu/sites/default/files/downloads/registrar/change_of_name_form.pdf)

## How do I Update my Contact Information?

To update your address and telephone information you will need to complete the change of Address/ Telephone Number form and return to the Registrar's Office.

<http://rwu.edu/sites/default/files/downloads/registrar/changeofaddresstelephone.pdf>

- Click [I accept](#) button

## I Plan on Continuing Enrollment After Graduation

If you continue to take classes at RWU after you have completed your degree requirements, you **MUST** be admitted to a new program. Should you register for courses in a term that follows your graduation date

without being admitted to a new program, you risk having those classes dropped or the posting of your degree delayed. You will be notified in the event your classes are dropped.

## To Learn more About Commencement

<http://rwu.edu/campus-life/events-traditions/commencement>

## Graduation Tips

Graduates who would like their name to appear in the commencement program must have all paperwork in to the Registrar's Office and be cleared for graduation 6 weeks prior to the May ceremony. Anything received after that date may not be included in the printed program because of print deadlines.

All graduates should be sure that the Registrar's Office has the most updated mailing address on record so that important information and your diploma will reach you. There is a form on the Registrar's website to make these changes.

Feinstein Service Learning Requirement is a requirement of graduation, all students must record at least one service experience while enrolled at RWU (per the University Course Catalog). The only students exempt from this requirement are those who transferred to RWU with 24 or more credits.

Sign up for a service event or request more information at [service@rwu.edu](mailto:service@rwu.edu).

The \*\* stands for Double Majors on the Graduation List and Program

## Registrar Office

Administration Building  
Phone: (401) 254-3510  
Fax: (401) 254-3363  
E-mail: [registrar@rwu.edu](mailto:registrar@rwu.edu)

Roger Williams University

# OFFICE OF THE REGISTRAR Graduation Information

## What is the Difference between Graduation and Commencement?

Graduation is the process of being awarded a degree. All students wishing to graduate must apply for graduation by the application deadline. Applying for graduation is a University Degree Requirement that must be met by each student wishing to graduate. If you do not apply for graduation, you have not met all your degree requirements.

Commencement ceremonies are the services held at the end of each Spring semester only. These are ceremonies in which the achievement of the degree is recognized and celebrated by the University community and the students' friends and family. You must apply to graduate to participate in Commencement.

## Do I Need to Apply for Graduation?

Yes. If you are intending to graduate you will need to submit a Degree Application. Completing your application notifies us of your intention to graduate and places your name on the tentative graduation list if eligible.

[http://www.rwu.edu/sites/default/files/downloads/registrar/degree\\_app.pdf](http://www.rwu.edu/sites/default/files/downloads/registrar/degree_app.pdf)

## When should I Apply for Graduation?

Undergraduate and graduate students must submit an application for graduation two semesters prior to your expected graduation.

<http://www.rwu.edu/about/university-offices/registrar/graduation-information>

## How can I Withdraw My Graduation Application?

If you previously applied to graduate at the end of Spring semester and find that your plans have changed, please notify the Registrar's Office immediately at 254-3151, or via email at [graduation-coordinator@rwu.edu](mailto:graduation-coordinator@rwu.edu), and we will correct your graduation date.

## What could hold up My Graduation Application?

There are some things that may delay the process of clearing you for graduation; you should check your transcript for any of the following:

**Incomplete or missing grades** - Contact your professor, adviser, and/or program director if there is an I or an IP grade listed for any of your courses.

**Unauthorized Repeats** - Make certain courses have been adjusted for repeats, third attempts, grades posted for incompletes, etc. A Third Attempt of a Course Petition Form will need to be completed for any unauthorized repeats.

**Wrong Program** - Check to be sure you are listed in the correct major/minor. Undergraduate students should drop any major/minor you will not be completing by submitting the Change of Major Form. Graduate students should contact their advisor.

## Does my transfer courses count in my GPA?

No, only Roger Williams's coursework counts.

## How do I Qualify for Graduation Honors (Latin Distinctions)

Your RWU Overall GPA's must meet the minimum GPA requirements. The honors notation will be noted on the official transcript and diploma. A degree:

- Summa cum laude is granted to students whose average in all subjects is at least 3.8 and above.
- Magna cum laude is granted to students whose average in all subjects is at least 3.6 and above.
- Cum laude is granted to students whose average in all subjects is at least 3.4 and above.

\* Second degree Students are eligible for graduation honors.

## I walked in the ceremony, does that mean I graduated?

No. Only after you have completed all degree requirements.

## How Do I Attend the Graduation Ceremony (Commencement)?

Seniors who have been cleared for graduation and whose names appear on the official graduation list from the Office of the Registrar, may pick up their commencement tickets at the Commencement Office/Office of Conferences, Suite 215A of the Campus Recreation Center. Tickets may be picked up with a student ID by scheduled times and hours listed on the website .

<http://rwu.edu/campus-life/events-traditions/commencement/commencement-information>

## How Can I Contact the Commencement Office?

Suite 215A Campus Recreation Center  
Monday-Friday, 8:30 a.m. - 4:30 p.m.  
Phone: (401) 254-3067  
E-mail: [Commencement@rwu.edu](mailto:Commencement@rwu.edu)

## What is the Size of the Diploma? What will be On It?

The Roger Williams University diploma measures 14 inches wide by 11 inches long. It will list your name, degree and honors.

*\*Note: Completed minors, tracks and concentrations will appear on your transcript, not on the diploma.*

## How do I Get a Replacement Copy of My Diploma?

Fill out a request for a replacement diploma.

<http://rwu.edu/sites/default/files/downloads/registrar/replacement-diploma.pdf>

## Diploma Name Policy

Your name and degree being received will appear on your diploma, on your official transcript and in the commencement program exactly as it is on the application.

Major/minor changes can be made by filling out the Curriculum Declaration Form and submitting to the Registrar Office with all appropriate signatures.

## Where will My Diploma be Mailed To?

It will be mailed to your addressed listed as your preferred address (home) within myRWU.