UNIVERSITY of the ROCKIES

Petition to Graduate

(Master's Degree) Revised 6/1/2016

Students eligible to apply for graduation from a Master's Program must print or type the requested information and return this *Petition to Graduate* form to:

Please return this form via fax, mail, or email according to address below.
Fax: 888.226.6319 ♦ Mail: 1201 16th Street, Suite 200, Denver, CO 80202 ♦ Email: student.records@rockies.edu
If you do not receive an email confirmation within 72 hours of submitting this petition, please contact our office.

Upon receipt of this form, your account will be charged the Graduation fee of $250.00. This fee is a requirement for all master's students and covers the administrative review and evaluation of your file, and processing of your petition to graduate form. It is your responsibility to pay this fee before graduation verifications, transcripts, and diplomas can be released. The Graduation fee can be deducted from a student's financial aid disbursement if he or she has granted authorization on the Credit Authorization form.

The date of degree conferral recorded on your transcript and on your diploma will reflect the date you complete all degree requirements. Degree completion is generally recorded on a student's official transcript within 30 days of completion of ALL program requirements. Diplomas are generally ordered within 30 days of completion of all program requirements and payment of all related tuition and fees. Ordered diplomas may take six to eight weeks to arrive. Diplomas, certificates, and official transcripts will be withheld until all accounts at the University are paid in full.

Student Information

First Name: _____ Last Name: _____ Student ID: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Advisor: _____

Home Town (for the commencement program): _____ Home Town State: _____

Print your name as you would like it to appear on your diploma and in the Commencement Program: ☐

(If left blank your name will appear as it is in the University System)

Your contact information listed above will be updated in the University of the Rockies database unless you indicate otherwise. University of the Rockies will mail one official transcript, your framed diploma, and any additional graduation information or items for ceremony participants to this address.

Degree:

- ☐ Master of Arts in Education
- ☐ Master of Arts in Psychology
- ☐ Master of Arts in Human Services
- ☐ Master of Arts in Human Development
- ☐ Master of Arts in International Leadership
- ☐ Master of Arts in Organizational Development & Leadership
- ☐ Master of Arts in Counseling
- ☐ Master of Arts in Public Sociology

Delivery Format: ☐ Online ☐ Colorado Springs Campus ☐ Denver Campus

Specialization: _____ Area(s) of Concentration: _____

Acknowledgment

The University of the Rockies Commencement Program and Press Releases contain graduating students' names and other pertinent information, such as degree, major, specialization, and concentration. Your signature here indicates your permission to include such information in the Commencement Program and in press releases as Public Information. The Commencement Program may be published on the University of the Rockies website.

Student Signature: _____ Date: _____
Electronic Signature Not Accepted

Check one: ☐ I plan to attend Commencement (Complete Page 2, attached.) ☐ I do not plan to attend Commencement.

Additional Information for Commencement Ceremony Participants Only

The Commencement ceremony is held once a year in Colorado. *Petition to Graduate* forms received after the deadline will be forwarded to the next Commencement ceremony date. Your *Petition to Graduate* form and Graduation fee must be received by the Registrar's Office with payment on or before the deadlines outlined on this form.

First Name: _____ Last Name: _____ Student ID: _____

Commencement Date

Commencement Ceremony Date	**Application Deadline**
☐ October 1, 2016	July 18, 2016

Guest Information

How many guests would you like to bring? _____

Cap and Gown Information

- Cap, gown, and hood will be mailed prior to the ceremony.
- Ten general announcements will be mailed with the regalia.
- You will receive a Commencement Program on the day of the ceremony.

University of the Rockies will mail one official transcript and your framed diploma to your address on file. Diplomas are not distributed at the Commencement Ceremony.

Weight: _____ lbs.

Height: _____ (feet) _____ (inches)

**Weight and height information is necessary to ensure a tailored fit for gowns, which are sized in 25 lb increments.*

Please note: By being present at the graduation, you release University of the Rockies from all claims regarding the use of your likeness and/or image in any print or electronic media including, but not limited to, video, television, and newspaper. You also understand that Commencement may be streamed live on the University of the Rockies website.