

Please return this completed form via fax, mail, email, or e-sign to: Fax: 888.226.6319 ♦ Mail: 1201 16<sup>th</sup> Street, Suite 200, Denver, CO 80202 ♦ Email: [student.records@rockies.edu](mailto: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 and frames 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: \_\_\_\_\_

Home Town (for the commencement program): \_\_\_\_\_  
(City, State)

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

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**(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 diploma, and any additional graduation information or items for ceremony participants to this address.

Degree: \_\_\_\_\_ Specialization: \_\_\_\_\_

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

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

You have provided your consent to receive documents from University of the Rockies in electronic form as part of your Online Application. For more information, please refer to the Electronic Communication section of the Catalog.

# 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

October 20, 2018

### Application Deadline

August 10, 2018

## 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.
- You will receive a Commencement Program on the day of the ceremony.

University of the Rockies will mail one official transcript and your 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.**

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