

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:

**Online Students – Please return this form via fax, mail or email to [student.records@rockies.edu](mailto:student.records@rockies.edu)**

**1201 16<sup>th</sup> Street, Suite 350, Denver, CO 80202 ♦ Fax: 888.226.6319**

**(If you do not receive an email confirmation within 48 hours of submitting this petition, please contact our office.)**

**Colorado Springs Campus Students – Please return this form via fax, mail, email, or in person to the Registrar's Office [Campus.Registrar@rockies.edu](mailto:Campus.Registrar@rockies.edu) 555 East Pikes Peak Ave. #108, Colorado Springs, CO 80903-3612**

**♦ Fax: 719.389.0359**

**Denver Instructional Site Students – Please return this form via mail or email to [dis.registrar@rockies.edu](mailto:dis.registrar@rockies.edu)**

**1201 16<sup>th</sup> Street, Suite 200, Denver, CO 80202**

Upon receipt of this form, your account will be charged the Graduation fee of \$250.00. This fee is a requirement for all students to graduate and pays for the final audit of your degree, your official transcript, and the processing, printing, packaging, and shipping of your diploma. It is your responsibility to pay this fee before graduation verifications, transcripts, and diplomas can be released. The Graduation fee is an out of pocket expense and cannot be deducted from a student's financial aid disbursement.

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 diploma with cover and holder, and any additional graduation information or items for ceremony participants to this address.

Degree:                    Master of Arts in Psychology  
                              Master of Arts in Human Services  
                              Master of Arts in Organizational Development and Leadership

Delivery Format:         Online             Colorado Springs Campus         Denver Instructional Site

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.

The Commencement ceremony is held once a year in Colorado Springs, 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 Office of the Registrar with payment on or before the deadlines outlined on this form.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

## Commencement Date

### Commencement Ceremony Date

October 27, 2013

### Application Deadline

August 1, 2013

## 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
- Personalized announcements can be ordered online at <http://www.rockies.edu/graduation/>
- You will receive a Commencement Program on the day of the ceremony

University of the Rockies will mail one official transcript and your diploma with cover and holder 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.*

## Previous Degrees Earned

BS  BA  Other: \_\_\_\_\_ Major: \_\_\_\_\_

Institution Name: \_\_\_\_\_

MS  MA  Other: \_\_\_\_\_ Major: \_\_\_\_\_

Institution Name: \_\_\_\_\_

**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.**