



Clarification of Graduation Policies

Petitioning to Graduate **Important - Students completing their degree program during the 2011-2012 academic year must complete and return this form along with a \$175.00 graduation processing fee (check or charge) to Student Services by the first day of the term you plan to graduate. Petition to Graduate Forms will be reviewed at the end of term in which the student submits this form and when all grades for the term have been received.**

1. The graduation ceremony takes place once a year in the Fall. Students **must** complete all requirements* by the end of the summer term (August) in order to be eligible to participate in the ceremony.
Any exceptions must be cleared in writing by your Dept. Chair and the Director of Student Services.
2. It is the student's responsibility to make sure all **Incomplete** and **In Progress** grades are changed. This includes meeting practicum, internship and CRP requirements, by the end of the term in which you graduate. Students are encouraged to review their academic transcripts every semester to ensure Incomplete or In-Progress courses have been updated. Academic transcripts are located on your Campus Commons (*Student Portal*).

*Students are allowed to walk in the graduation ceremony upon **completion of all program requirements** (including incompletes, CRP requirements, practicum/ internship contract requirements, and course repeats) by the end of the summer term. Completion of Graduation Requirements are as outlined in the University catalog.

Diplomas

Diplomas are ordered quarterly. Please note: *Diplomas take approximately two months to be delivered.*

Please assist us in allowing sufficient time for processing. Conferral of your degree takes about 2 months to complete after all paperwork and grades have been received. Please be assured we will contact you if we have any questions. Congratulations Graduate!

Important Graduation Dates

Date Student Completes all Graduation Requirements*	Ceremony Date
End of Fall I term 2011 (October 26, 2011)	Fall 2012
End of Fall II & III Term 2011 (December 17, 2011)	Fall 2012
End of Spring I Term 2012 (February 29, 2012)	Fall 2012
End of Spring II & III Term 2011 (April 13, 2012)	Fall 2012
End of Summer I Term 2011 (June 27, 2012)	Fall 2012
End of Summer II & III Term 2011 (August 18, 2012)	Fall 2012

Updated 8/2011

Fax # 510 217-4805



PETITION TO GRADUATE

(PLEASE PRINT LEGIBLY AND RETURN THIS FORM TO THE STUDENT SERVICES DEPARTMENT)

Students who intend to graduate this academic year must submit a completed Petition to Graduate Form to the Student Services Department with an End of Program Processing fee of \$175.00. The End of Program Processing fee is assessed for each degree earned. (This fee is automatically assessed for the students in Health Sciences Programs). Transcripts/diplomas will not be released until all balances are paid in full.

PERSONAL INFORMATION (Please print legibly)

Please provide your full name below as you would like it to appear on your diploma:

Name _____ Student ID # _____
First Middle Last

Please provide your name below as you would like it to appear in the graduation program:

Name _____
First Middle Last

Please spell your name phonetically below as you would like it announced at the ceremony:

Name _____
First Middle Last

Address* _____ Home Phone Number _____
_____ Work Phone Number _____
_____ Mobile Phone Number _____

E-mail _____

*The address listed is where final transcripts/diploma will be sent and will be updated as your current mailing address after graduation.

Are you currently employed? Yes No Part-Time Full-Time

Employer _____

Job Title _____

CAMPUS AT WHICH YOU ARE ENROLLED: (Please select ONE only)

- Argosy University, Atlanta
- Argosy University, Chicago
- Argosy University, Dallas
- Argosy University, Denver
- Argosy University, Hawai'I
- Argosy University, Inland Empire
- Argosy University, Los Angeles
- Argosy University, Nashville
- Argosy University, Orange County
- Argosy University, Phoenix
- Argosy University, Salt Lake City
- Argosy University, San Diego
- Argosy University, San Francisco
- Argosy University, Sarasota
- Argosy University, Schaumburg
- Argosy University, Seattle
- Argosy University, Tampa
- Argosy University, Twin Cities
- Argosy University, Washington DC

DEGREE FOR WHICH YOU ARE PETITIONING:

College of Undergraduate Studies

BA in Liberal Arts

BS in Criminal Justice

BA in Psychology

BS in Business Administration

College of Business

Master of Business Administration

Master of Public Administration

MS Management

MS HR Management

MS Non-Profit Management

MS Organizational Leadership

MS Service Sector Management

Doctor of Business Administration

EdD Organizational Leadership

Prof. Grad. Bus. Certificate Finance

Prof. Grad. Bus. Certificate Finance

Prof. Grad. Bus. Cert. Health. Admin

Prof. Grad. Bus. Certificate IS Mgmt

Prof. Grad. Bus. Certificate Int'l Bus.

Prof. Grad. Bus. Certificate Marketing

College of Health Sciences

AAS Diagnostic Med. Sonography

AAS Histotechnology

AAS Medical Assisting

AAS Medical Assisting

AAS Radiologic Technology

AAS Veterinary Technology

AS Dental Hygiene

AS Medical Laboratory Technology

AS Radiation Therapy

BS Medical Technology

MS Health Services Management

Master of Public Health

College of Education

Non-Certification Education Programs

MAEd Adult Education and Training

MAEd Educational Leadership

MAEd Higher and Postsecondary Ed.

MAEd Instructional Leadership

MAEd Instructional Leadership (Montessori Ed.)

MAEd Teaching and Learning

EdS Educational Leadership

EdS Instructional Leadership

EdS Teaching and Learning

EdD Community College Executive Leadership

EdD Educational Leadership

EdD Instructional Leadership

School Counseling Programs

MA School Counseling

EdD School Counseling

School Psychology Programs

MA School Psychology

PsyD School Psychology

State Certification Education Programs

MAEd Instructional Leadership/Multiple/Subject Teacher Preparation

MAEd Instructional Leadership/Single Subject Teacher Preparation

MAEd Educational Leadership/Illinois Principal Type 75

MAEd Educational Leadership/Principal Certification

EdS Educational Leadership/IL Superintendent

EdD Educational Leadership/IL Superintendent District Leadership Track

MAEd Educational Administration

EdS Initial Educational Administration

EdD Advanced Educational Administration

EdS Advanced Educational Administration

EdD Initial Educational Administration

College of Psychology and Behavioral Sciences

ASPP Programs

- MA Clinical Psychology
- MA Counseling Psychology
- MA Industrial Organizational Psychology
- MA Sport-Exercise Psychology
- PsyD Clinical Psychology
- Postdoctoral Certificate Psychopharmacology
- MA Clinical Psychology/MFT
- MA Counseling Psychology/MFT
- MA Mental Health Counseling
- MS Psychopharmacology
- Postdoctoral Respecialization Certificate Clinical Psychology
- Certificate Substance Abuse Counseling
- MA Community Counseling
- MA Forensic Psychology
- MA Mental Health Counseling
- EdD Counseling Psychology

Counselor Education Programs

- MA Clinical Mental Health Counseling
- EdD Counselor Education & Supervision
- MA Community Counselin
- EdD Pastoral Community Counseling
- MA Mental Health Counseling

Marriage and Therapy Programs

- MA Marriage & Family Therapy
- Doctor of Marriage & Family Therapy

COMMENCEMENT PARTICIPATION:

Will you participate in the commencement ceremony? Yes No If yes, how many tickets will you need? _____

COMMENCEMENT REGALIA

All students are required to order their commencement regalia online. Details for ordering your regalia will be provided to you by your campus Student Services Department. Your cap and gown are necessary to participate in the commencement ceremony. Regalia will not be ordered for you by the school.

ACADEMIC INFORMATION: For Doctoral Candidates Only

Dissertation/CRP Chair _____

Dissertation/CRP Title _____

Doctoral Internship Site _____

Doctoral Internship Site Completion Date _____

ALUMNI DIRECTORY INFORMATION

Upon graduation from Argosy University you will be eligible to access Argosy's national online alumni community. The online community is available to alumni only and will be provided at no cost to you. Among other things the community contains a national alumni directory. Your last known contact information, including your address, telephone numbers, and e-mail address will be added to the directory unless you check the "opt out" statement below. Being a part of a national alumni directory has many personal, networking and professional advantages. Argosy University respects the rights and privacy of its alumni and understands that some alumni may not want their contact information included.

Please check here if you **DO NOT** want your contact information included in the alumni directory.

Signature _____

Date _____

Commencement Program & Ceremony

Please write this information clearly so that it will be clear and accurate.

****YOU MUST COMPLETE THIS PORTION IN FULL ESPECIALLY IF YOU PLAN TO PARTICIPATE IN THE GRADUATION CEREMONY. Information regarding the ceremony will only be sent via email to students who indicate below that they will be participating in the ceremony.**

Name _____

Program (required) _____

Ceremony Information:

Will you be participating in the commencement ceremony? If YES YOU WILL BE ORDERING YOUR REGALIA FROM THE COMPANY. This information will be sent to you via email.

Yes No

If yes complete the following. If no, stop here.

How many guests do you plan to bring? _____ (Limit 8)

Commencement Program:

Your name will appear in the program the same as during your enrollment.

Payment:

To charge your graduation processing fee of \$175.00 to a credit card, please fill in the information below.

MasterCard Visa Discover Check: _____ Check Number _____

NAME: _____

Card Number: _____ Expiration Date: _____

Authorized Signature: _____ Date _____

Credit Card Security Code: _____



Your signature here indicates your permission to include the above information in the Commencement Program as Public Information.

*(Students who have incomplete grades or incomplete paperwork at the end of the summer2012 term may not walk in the Fall graduation ceremony so please plan accordingly. **There are no exceptions**)*

Signature _____ ID# _____ Date _____

Office Use Only: