



## Chicago

### New Petition for Program Completion

#### GRADUATION DEADLINES:

**The petition to graduate must be received in Student Services by the first day of the last term in which you plan to register.**

**First day of the Spring 10 term is January 11, 2010**

**First day of the Summer 10 term is May 10, 2010**

Diplomas will be ordered once every term after the end of the term in which the student completes their requirements and after all grades for the term have been submitted. Students who have “Incomplete” or “In Progress” grades at this point will not have a diploma ordered and will have to wait until the completion of the following term. Diplomas take approximately two months to be processed.

\*For the Fall 2010 graduation ceremony, all requirements must be complete by **September 15, 2010**. If you will not complete the requirements by the 15<sup>th</sup> of September, but will be complete by the end of the Fall semester, you **may** petition to your program chair to receive permission to participate in the ceremony (**Excludes Clinical Psychology Programs**). This permission must be granted **prior** to September 15<sup>th</sup>. No exceptions to this policy will be made. The commencement ceremony is held once per year in the Fall. Details can be found on our website [www.auconnection.net/chicago](http://www.auconnection.net/chicago) under student services and then under graduation.

#### THE DETAILS

(Please Read Carefully before Proceeding!)

- You must complete this form and pay the \$175.00 graduation fee in order to receive a diploma. This completed form triggers a series of events that ultimately lead to the awarding of your degree.
- If you petition for graduation and pay the fee but do not qualify for the period in which you have applied, **you must petition the next term**. You do not need to pay the fee again.
- You must pay a \$175.00 graduation fee for **EACH** degree earned at Argosy University, Chicago.
- Student accounts must be paid in full at the time of program completion. Any outstanding balance will prevent the release of your diploma, transcript, letter of completion, etc. Contact Student Finance for more information about your student account or for payment options. Your student account information may be accessed at anytime by logging onto the Student Portal.
- If you choose to attend the ceremony, you will be required to submit your height and weight on this form. Please report accurate information on this form. Student Services will send the measurements provided on this form to our vendor when caps and gowns are ordered.
- A comprehensive audit of your academic records will be performed once this completed form and the required graduation fee is received. Your review will be processed in the order in which it was received.
- Doctoral students may not use the title “doctor” and may not consider themselves complete with their degree program until the bound copy of the Dissertation or CRP is *received* by your department advisor and an electronic copy is submitted to the library, internship is complete, and all training paperwork is received by the Training Department. There are no exceptions to this policy.

**All information must be completed accurately and clearly!!**

Are you an international student studying on an F-1 visa?  Yes  No

Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_ Home telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Degree for which you are petitioning:

<input type="checkbox"/> PsyD/Clinical Psychology	<input type="checkbox"/> EdD
<input type="checkbox"/> MA/Professional Counseling	<input type="checkbox"/> DBA
<input type="checkbox"/> MA/Clinical Psychology	<input type="checkbox"/> EdS
<input type="checkbox"/> MA/Community Counseling	<input type="checkbox"/> MBA
<input type="checkbox"/> PsyD Petitioning for MA/Clinical Psychology <u>along the way</u>	<input type="checkbox"/> MAEd
<input type="checkbox"/> Bachelor of Arts	<input type="checkbox"/> Bachelor of Science
<input type="checkbox"/> MSM	<input type="checkbox"/> EdDCP

Minor/Specialization for which you are petitioning (if applicable): \_\_\_\_\_

Year of entry: \_\_\_\_\_

What do you anticipate your last program requirement to be? \_\_\_\_\_

When do you anticipate completing this last requirement? \_\_\_\_\_

**DIPLOMA & COMMENCEMENT INFORMATION**

Indicate your name as you would like it to appear on your diploma and in the commencement program (please print):

\_\_\_\_\_

Phonetic spelling of your name, as it is pronounced (**REQUIRED**): \_\_\_\_\_

*TO ENSURE YOUR NAME IS ANNOUNCED PROPERLY AT THE CEREMONY*

**If you would like ISPP to appear on your diploma and started prior to Fall 2007 Please check here** \_\_\_\_\_

**Complete CRP/Dissertation title (This title will be printed in the commencement program-- please print):**

*(Do not include your CRP title if this petition is for the MA along the way to PsyD)*

\_\_\_\_\_  
\_\_\_\_\_

Chairperson: \_\_\_\_\_

**Do you plan to attend the ceremony?**  Yes  No (if checked NO, proceed to payment section)

How many guests do you anticipate inviting? Please limit to 10 or fewer: \_\_\_\_\_

Will **YOU** require any accommodations (e.g. stage ramp for wheel chair, sign language interpreter)? \_\_\_\_\_

Height with shoes: _____	Weight: _____
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**PAYMENT INFORMATION**

Check or money order for **\$175.00 enclosed** \_\_\_\_\_ Paid last year: \_\_\_\_\_ Charge my graduation fee 175.00 to:



Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please be aware that if completion of your final program requirement occurs after September 15, 2010 you will not be permitted to participate in the 2010 commencement ceremony, unless you have been granted permission to participate by your dissertation chair and/or program chair (Excludes Clinical Psychology Programs).**