Registrar

Petition to Graduate

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FAX (714) 681-7230
registrarsoffice@hiu.edu

IMPORTANT INFORMATION/INSTRUCTIONS FOR COMPLETION:

- A Petition to Graduate must be filed **whether or not** you plan to participate in Commencement exercises.
- Graduation Petitions should be reviewed and completed with your advisor as preparation for registration for your final term of academic work.
- Completion of **BOTH SIDES** of this petition is required.
- The Registrar will send both you and your advisor a notice **via email** confirming approval or denial of your petition.
- All financial obligations to the University must be cleared no later than 90 days prior to the desired posting date (*date degree is to be recorded*).
- Transcripts may be ordered immediately at *www.parchment.com* and indicate hold for degree. Graduates should receive their diplomas via U.S. mail within 90 days of the degree posting. However, diplomas will not be released until all financial obligations are met.
- This petition will be void if student does not graduate within one year of requested posting date below.

Legal Name (*Exactly as you would like it to appear on your diploma. Diploma will reflect your spelling here*): Please PRINT clearly.

_____

HIU ID#:_____ Phone: (_____) _____ - _____

HIU Email: _____ Alternate Email: _____
(*Communication pertaining to commencement, graduation, and diploma delivery, will be directed to your HIU.edu email address.*)

Permanent Mailing Address: _____

    City: _____ State: _____ Zip: _____ Country _____

Diploma Mailing Address: _____

    City: _____ State: _____ Zip: _____ Country _____
(*Valid for 12 weeks after degree date.*)

Intended Degree (*select from options below*): _____
Certificate (**please specify program**), Associate of Arts, Bachelor of Arts, Bachelor of Science, Master of Arts in Educational Administration, Master of Arts in Ministry, Master of Arts in MFT, Master of Business Administration, Master of Divinity, Master of Science in Management, Master of Education, Master of Science in Counseling, Doctorate in MFT.

I request my degree to be posted on: _____ 20_____ (*Degrees will post at the end of each month.*)

I plan to participate in Commencement Ceremony (*check one*): ❏ **Yes** May 20_____ Dec. 20_____ ❏ **No**

If you plan to participate in the Commencement Ceremony, please provide your height and weight for graduation apparel:

    Height _____ (*ex. 5' 7"*) Weight _____
    (*Cap, gown, and graduate hood are purchased separately through the University Bookstore.*)

FILING DEADLINES:

- Petitions to Graduate are due no later than **90** days prior to the requested posting date. Late petitions will be considered for the next scheduled degree posting date.
- All course work, documentation (*petitions, transcripts, etc.*), and final grades must be received no later than the 15th of the desired posting month (*e.g. desired posting June 30th documentation is due June 15th*).
- Please see your advisor for additional details.

FOR OFFICE USE ONLY

Petition Received by University: _____   Petition Approved: _____

Petition Received by Registrar's: _____   Petition Not Approved: _____

Name: _____

COMPLETION PLAN: Refer to your degree audit and consult with Academic Advisor/Coach when filling out the Completion Plan.

All outstanding degree requirements must be accounted for and documented on this form for consideration. Indicate the outstanding degree requirements below (*including courses, projects, internships, seminars, interviews, portfolios, recitals, and proficiencies*) and indicate which of the courses are in process in the "IP" column. See example given below. Advisor signature is mandatory prior to submitting petition to the Office of the Registrar.

Units Outstanding _____   Units In Process (*at HIU*) _____   Units Remaining _____
(*from degree audit*)   Units in Process (*at other college*) _____

Degree Requirement(s)	Units	IP	To be fulfilled by	Which Institution?	Date
Sample	**3**	**X**	**CHM4832**	**HIU**	**December 2023**

❏ Substitution/Waiver forms attached   ❏ Coursework Elsewhere Petitions attached

Student's Signature _____   Date_____

Advisor's Signature_____   Date_____

Return completed petition to the Office of the Registrar

For Advisor Use Only

Amendments to audit: (*include appropriate forms***)**

Advisor's Initials _____   Date _____

For Registrar Use Only

Outstanding requirements or obligations:

Registrar's Initials _____   Date _____   Registrar's Initials _____   Date _____

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