



Petition to Graduate

2500 E. Nutwood Ave.
Fullerton, CA 92831 USA
(714) 879-3901 x1606
FAX (714) 681-7230
registraroffice@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, and graduates should receive their diplomas via certified U.S. mail within 90 days of the degree posting. However, diplomas and transcripts 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 and graduation will be directed to your HIU.edu email address.)

Undergraduate Students - Currently living on campus (check one): **Yes** Box#: _____ **No**

Permanent Mailing Address: _____ City: _____ State: _____ Zip: _____

Diploma Mailing Address: _____ City: _____ State: _____ Zip: _____
(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 Music, 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 Science in Management, Master of Education, Master of Church Music

- 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 Received by Registrar's:	_____
Petition Approved:	_____
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: _____
(from degree audit)

Units In Process (at HIU) _____
Units in Process (at other college) _____

Units Remaining _____

Degree Requirement(s)	Units	IP	To be fulfilled by	Which Institution?	Date
Sample	3	X	CHM4832	HIU	December 2014

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 _____