Graduation Petition
Instructions and Information

Directions for Submission:
1. Complete and sign the petition. Only the student’s signature is required for submission. Advisors do not need to sign.
2. Submit the petition to the Registrar’s Office in person, by mail, or by fax.
3. Petitions received after the deadline must be accompanied by receipt showing payment of late fee to Student Accounts.

Marymount University
Registrar’s Office
2807 N. Glebe Rd.
Arlington, VA 22207-4299
Fax: (703) 516-4505

For August Graduates ONLY:
If you will complete the requirements for your degree in August and wish to attend the preceding May commencement:
1. You must have no more than two courses (up to 8 credits) remaining for the summer.
2. You must complete a petition for August graduation and check the correct box under August to let the Registrar’s Office know you are going to attend the preceding May commencement.

Submission Due Dates and Fees:

<table>
<thead>
<tr>
<th>Semester Graduating</th>
<th>Graduation Petition</th>
<th>Late Graduation Petition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall(December)</td>
<td>Close of business Friday first week in May</td>
<td>No Fee</td>
</tr>
<tr>
<td>Spring (May)</td>
<td>Close of business Friday first week in November</td>
<td>No Fee</td>
</tr>
<tr>
<td>Summer (August)</td>
<td>Close of business Friday first week in November</td>
<td>No Fee</td>
</tr>
</tbody>
</table>

*Petitions received after late petition deadline will automatically be applied to the next semester. There are no exceptions.

Information:
Your petition initiates a degree audit. Once the audit has been completed, you will be notified in writing if you have any unresolved academic/graduation problems or if you will not be eligible to graduate during the semester for which you have applied. Be certain to indicate your expected degree and academic program (major) including any double majors and/or minors.

Change of plans or failure to graduate and reapplication:
If you fail to meet the graduation requirements for the term for which you petitioned, your petition will be automatically moved to the next semester upon notifying the Registrar’s Office. Any delays beyond one year require a new Graduation Petition.

No transfer credit or Consortium coursework during last semester:
Please remember that you may not enroll at another university or for classes through the Consortium during the semester in which you have applied to graduate. Marymount will not receive the required transcripts or Consortium grades in time for you to be graduated on time and you will have to delay graduation until the next semester.

Diplomas will be mailed to all graduates:
Attendance at the commencement ceremony does not guarantee you that will receive your diploma at the ceremony. Students graduating in August will receive their diplomas sometime during the first week of September. Students graduating in December will receive their diplomas sometime during the first week of February. Students graduating in May but not attending the ceremony will receive their diplomas during the first week of June. Diplomas are mailed to the student’s permanent address as it is listed on Marynet. Please make certain that the Registrar’s Office has your current permanent address.
Marymount University Graduation Petition
Complete and submit to Registrar’s Office

Student ID Number: ___________________________________  Telephone Number: ______________________________

Student Name: ______________________________________________________
FIRST                                                   MIDDLE                                                         LAST

Note: Your name will be printed on diploma as you write it above and compared to what is in the system. Any name changes must be done by
submitting proper documentation to the Registrar’s Office.

Degree (circle degree):  BA  |  BBA  |  BS  |  BSN  |  MA  |  MBA  |  MED  |  MS  |  MSN  |  DPT  |  DNP

Major/Program: ________________________________________________  Minor:  __________

School (circle school):  Arts and Sciences | Business Administration | Education and Human Services | Health Professions

I will be completing my coursework in (check graduating term):

- [ ] Fall (December)  I will complete my coursework in December and will attend the May ceremony.
- [ ] Spring (May)  I will complete my coursework in May and will attend the May ceremony.
- [ ] Summer (August)  I will complete my coursework in August and will attend the May ceremony.
- [ ] Fall (December)  I will not be attending a ceremony.
- [ ] Spring (May)  I will not be attending a ceremony.
- [ ] Summer (August)  I will not be attending a ceremony.
- [ ] Fall (December)  I will not be attending a ceremony.

I will not be attending a ceremony and would like my diploma mailed to the following address:  (if different than Marynet)
______________________________________________________________________________________________.

I understand the petition instructions. I am applying to complete all the requirements and graduate during the term indicated above.
I understand that this petition does not guarantee completion of degree requirements or of graduation. I understand that if I do not
meet requirements to graduate during the indicated term I must reapply for a later term.

___________________________________  __________________________________
Student’s Signature  Date

SCHOOL OFFICE USE ONLY

_______ Total hours required for degree.                   _________ Hours completed at Marymount University.
_______ Hours transferred from outside institutions. List institutions ______________________________________
_______ Hours to be completed before student is eligible for graduation.

Advisor Signature  Date

Registrar Office Use Only

Payment amount:  ________________  Payment verified by:  ________________  Date:  ________________

Petition entered by:  ________________  Date:  ________________
Marymount University
Credit Card Payment Form

For payment by credit card, please print and complete the following form and mail or fax to the Registrar's Office at:
Marymount University
Registrar's Office
2807 N. Glebe Rd.
Arlington, VA 22207-4299
Fax: (703) 516-4505

Payment Amount Authorized (write the total dollar amount):

| $       | Late Graduation Petition ($50.00) Petition MUST accompany this payment. |

Payment Information:

| Name on Card: |                                      |
| Billing Address: | Street: | City: | State: | Zip Code: |
| Credit Card Type: | VISA | MasterCard | American Express |
| Credit Card Number: |                                      |
| Expiration Date: |                                      |
| Cardholder Signature: |                                      |
| Student’s Name: |                                      |
| Student’s ID or Social Security Number: |                                      |
| Daytime Phone Number: |                                      |

* Multiple charges due to submissions of this payment form to different offices are nonrefundable.