

# WILMINGTON UNIVERSITY

## 2014 PETITION FOR DEGREE(S) FORM

Both sides of this form must be completed in order to receive a diploma. See Eligibility Criteria on page 2 of this form. You will receive information about your graduation eligibility through your personal Wildcats e-mail account. Please make sure it has been activated and check it regularly.

### PERSONAL INFORMATION

 STUDENT FACULTY/FULL-TIME STAFF

PRINT your legal name EXACTLY as it should appear on your diploma and in the Commencement Program:

Your Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

First Middle Last

Street Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

DO NOT USE P.O. BOX

City, State, Zip: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Work Phone: (     ) \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_

Please list above any service activities (volunteer or otherwise) in which you have participated during your academic years at Wilmington University.

Please list above any on or off campus activities and/or leadership involvement in which you have participated while at Wilmington University.

### ACADEMIC INFORMATION

Degree Sought:

 Associate Degree Bachelor's Degree Master's Degree Doctoral Degree

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

**Master's and Doctoral Degree Candidates Only:** List prior degrees you earned and the institution which awarded this degree. This information will be listed in the Commencement Program.

Degree Earned \_\_\_\_\_ College or University \_\_\_\_\_

Degree Earned \_\_\_\_\_ College or University \_\_\_\_\_

**The following information is for graduation statistical purposes:**

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Number of Grandchildren: \_\_\_\_\_

### COMMENCEMENT INFORMATION

Term expected to complete degree:

**Check One:**

 Summer I, 2013 Fall I, 2013 Spring I, 2014 Summer II, 2013 Fall II, 2013 Spring II, 2014

I will attend the Commencement ceremony selected below. **Height** \_\_\_\_ ft \_\_\_\_ in **Weight** \_\_\_\_ lbs. (must be filled in)

If you have a disability which will make it difficult for you to process in, climb the stage steps, etc., or if you will require a deaf interpreter, please check this box and call (302) 356-6930 so that we can make arrangements to accommodate your needs.

**CHECK ONE**

**IF ATTENDING:**

 **January 26, 2014**

Undergraduate and  
Graduate Ceremony

Chase Center, Wilmington, DE

 **May 18, 2014**

Undergraduate and  
Graduate Ceremony

Chase Center, Wilmington, DE

 **May 21, 2014**

Undergraduate and  
Graduate Ceremony

Delaware Tech CC, Georgetown, DE

I will not be able to attend Commencement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

When faxing or mailing, it is the student's responsibility to make sure the form is received by the due date.

[Turn to reverse side for more details and address]

Please see [www.wilmu.edu/Graduation](http://www.wilmu.edu/Graduation)

# WILMINGTON UNIVERSITY 2014 PETITION FOR DEGREE(S) FORM

## ELIGIBILITY CRITERIA

- You should contact your academic advisor or program coordinator to confirm your eligibility for graduation.
- Graduate students who are required to complete a dissertation, thesis, practicum, or project are required to complete this requirement to be eligible for graduation even if all courses have been successfully completed.
- Any transfer credits, credit by PLA, and credit through challenge exams must be completed and recorded on your official transcript in order to qualify you for graduation and commencement.

If you complete all requirements by the end of:	SUMMER 2013	FALL 2013	SPRING 2014
You may be eligible to attend Commencement in:	January 2014	January 2014	Spring 2014
To avoid late fee, you must submit a Petition for Degree form by:		October 31, 2013	January 31, 2014
To attend 2014 ceremonies, your form must be received by:		December 2, 2013	April 4, 2014
To receive degree completion statement (conferral), a Petition for Degree form must be received by:	September 30, 2013	January 31, 2014	May 30, 2014

This form must be submitted whether or not you intend to participate in the Commencement ceremony. In order to be eligible to receive your diploma and/or participate in Commencement with your graduating class, you are required to complete all program and degree requirements no later than the end of the semester prior to the next Commencement.

[www.wilmu.edu/Graduation](http://www.wilmu.edu/Graduation)

## FEE AND PAYMENT INFORMATION

Student's billing account must be current prior to submission of form.

\$100.00 Graduation Fee (non-refundable) is required upon submission of this form.

\$50.00 Late Payment Fee in addition to the Graduation Fee (non-refundable) if this form is submitted after the deadline listed above.

Check or Money Order Enclosed: (Payable to Wilmington University)

Credit Card: (complete requested information and sign)  
**Credit card information must be provided if you are mailing or faxing this form.**  
**The form will not be accepted without this information.**

Type:  VISA  MasterCard  Discover  American Express

CC # \_\_\_\_\_ Exp. Date \_\_\_\_\_

\_\_\_\_\_  
 Print name (Account cardholder)

\_\_\_\_\_  
 Signature (Account cardholder)

## DIPLOMA AND TRANSCRIPTS

Wilmington University will not release diplomas or academic transcripts until all academic requirements have been fully met and all financial obligations satisfied.

## SUBMISSION OF FORM

Please submit this form, accompanied by the appropriate graduation fee, in any of the following ways.

Please note that your billing account must be current prior to submitting this form.

### In person

Student Payment Office  
 New Castle Campus  
 or any Wilmington University instructional site

### Mail

Wilmington University  
 Student Payment Office  
 320 N. DuPont Highway | New Castle, DE 19720

### Fax

(302) 328-5689

FOR OFFICE USE ONLY

PAID \_\_\_\_\_ BAL \_\_\_\_\_

INITIALS \_\_\_\_\_