

WILMINGTON UNIVERSITY

2016 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: ()

Personal Email: _____

(SUCH AS : YAHOO, GMAIL, ETC.)

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: _____

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, 2015 Fall I, 2015 Spring I, 2016
 Summer II, 2015 Fall II, 2015 Spring II, 2016

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 24, 2016 Undergraduate and Graduate Ceremony Chase Center, Wilmington, DE May 22, 2016 Undergraduate and Graduate Ceremony Chase Center, Wilmington, DE May 18, 2016 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 wilmu.edu/Graduation

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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 2015	FALL 2015	SPRING 2016
You may be eligible to attend Commencement in:	January 2016	January 2016	Spring 2016
To avoid late fee, you must submit a Petition for Degree form by:		October 30, 2015	January 29, 2016
To attend 2016 ceremonies, your form must be received by:		December 2, 2015	April 4, 2016
To receive degree completion statement (conferral), a Petition for Degree form must be received by:	September 30, 2015	January 29, 2016	May 31, 2016

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.

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 _____