

GRADUATION PETITION

Location: Federal Way Bellevue Portland

Graduation Date: June October February Year _____

Please indicate how you would like to receive your degree:

- Pickup at the Campus/Center USPS Certified Mail (at the address below)

Please print name clearly and exactly as you want it to appear on your diploma:

Last Name	First Name	MI / Middle Name
DSI Number	Phone Number	
Street Address		
City	State	Zip
Email Address		

Please check degree and if applicable check concentration or track:

Note: Concentration & tracks appear on transcript and not on the diploma.

<ul style="list-style-type: none"> <input type="checkbox"/> AAS Accounting <input type="checkbox"/> AAS Electronics & Computer Technology <input type="checkbox"/> AAS Health Information Technology <input type="checkbox"/> AAS Network Systems Administration <input type="checkbox"/> AAS Web Graphic Design <input type="checkbox"/> BS Biomedical Engineering Technology <input type="checkbox"/> BS Computer Engineering Technology <input type="checkbox"/> BS Computer Information Systems <ul style="list-style-type: none"> <input type="checkbox"/> Computer Forensics <input type="checkbox"/> Database Management <input type="checkbox"/> Enterprise Computing <input type="checkbox"/> Health Information Systems <input type="checkbox"/> Information Systems Security <input type="checkbox"/> Systems Analysis and Integration <input type="checkbox"/> Web Development and Administration <input type="checkbox"/> Web Game Programming <input type="checkbox"/> Business/Management <input type="checkbox"/> Flex Option <input type="checkbox"/> BS Electronics Engineering Technology <input type="checkbox"/> BS Game & Simulation Programming <input type="checkbox"/> BS Network & Communications Management <input type="checkbox"/> BS Multimedia Design and Development <ul style="list-style-type: none"> <input type="checkbox"/> Graphic and Multimedia Design <input type="checkbox"/> Graphics and Multimedia Management <input type="checkbox"/> Web Design and Development <input type="checkbox"/> Web Game Programming 	<ul style="list-style-type: none"> <input type="checkbox"/> BS Business Administration <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Business Information Systems <input type="checkbox"/> Finance <input type="checkbox"/> Health Services Management <input type="checkbox"/> Hospitality Management <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Operations Management <input type="checkbox"/> Project Management <input type="checkbox"/> Sales and Marketing <input type="checkbox"/> Security Management <input type="checkbox"/> Small Business Management & Entrepreneurship <input type="checkbox"/> Technical Communication <input type="checkbox"/> BS Technical Management <ul style="list-style-type: none"> <input type="checkbox"/> General Technical <input type="checkbox"/> Accounting <input type="checkbox"/> Business Information Systems <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Finance <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Health Services Management <input type="checkbox"/> Health Information Management Specialty <input type="checkbox"/> Hospitality Management <input type="checkbox"/> Operations Management <input type="checkbox"/> Project Management <input type="checkbox"/> Sales and Marketing <input type="checkbox"/> Security Management <input type="checkbox"/> Small Business Management & Entrepreneurship <input type="checkbox"/> Technical Communication
--	--

Are you planning on attending the graduation ceremony: Yes No

Signature	Date
-----------	------

"My signature serves as consent to the use of my name in the Commencement program and to being photographed during the event. I also understand that such photographs may be used by DeVry University in marketing and promotional materials."

The submission of this application does not assure graduation. DeVry reserves the right to withhold degree if requirements are not met.



Requirements for Students Pursuing Degree Completion

Academic Requirements

1. You must petition for graduation on or before *Friday of Academic week 10* in your **second to last semester of study**. **Late applicants may be subject to a \$50.00 administrative fee.**
2. You must take and pass all courses required for graduation as outlined by your Program Dean. You must maintain a cumulative grade point of 2.0 or higher. **If you do not maintain a minimum cumulative grade point of 2.0 or pass all courses, you are not eligible to graduate and must reapply in the following semester.**
3. You must successfully complete 12 credit hours in a single semester at the degree-granting campus or center to establish residency for your degree.

Tuition Payment and Student Loans

1. Graduation candidates must fulfill all financial obligations to DeVry at least 30 days before commencement.



Seattle Metro Convocation Conditions

Contact Kathy Deibert (kdeibert@devry.edu) to make changes to this form. Changes after Academic Week 5 may be subject to a \$45.00 fee.

Career & Internship Fair:

Potential graduates are highly encouraged to attend these events, which are held at the Federal Way, WA campus in January, May, and September every year. Contact Card Services for dates and times.

Graduation Regalia:

Caps, gowns, invitations, rings, etc. may be purchased from Jostens at the Career & Internship Fair, online at <http://shop.jostens.com>, or by phone at 1-800-854-7464.

Picture:

Graduates attending the Federal Way, WA convocation are encouraged to submit a picture to Career Services at least a month before graduation to be included in the presentation during the ceremony.

Diplomas:

Diplomas are not issued on convocation day to graduating students. Once all grades are final in the DeVry University system, students may choose to pick up their degree at the campus or center or have their degree mailed to their home address.

An honors graduate from a baccalaureate program is eligible for one of the following recognitions:

<i>Title</i>	<i>CGPA</i>
Cum Laude	3.50 - 3.69
Magna Cum Laude	3.70 - 3.89
Summa Cum Laude	3.90 - 4.00

A graduate from a nonbaccalaureate program who has a CGPA of a least a 3.50 graduates "with Honors".

Honors recognition at convocation is based on minimum expectations of a student's performance. When final grades are processed, students who have achieved a higher designation may exchange their degree at the Registrar's Office.

Honor Cords:

All students graduating with honors will receive a gold honor cord upon check-in at the graduation ceremony in recognition of their outstanding achievement. Congratulations!



Seattle Metro Convocation Conditions Continued

Graduation Exit Form

Graduation candidates are required to submit a completed Graduation Exit form to Academics with all departmental signatures. The diploma will not be released until a completed Graduation Exit form is received by Academics.

The key departments that you must clear are as follows:

Student Finance-Exit Interview:

Students who have had or are currently receiving student loans must attend an exit interview with the Student Finance Consultant in Student Finance. Exit interviews are held during weeks 13 and 14. Exit interviews are required before the diploma can be released.

Career Services Senior Appointment

Students will also be required to meet with their Career Advisor in Career Services for an exit interview. Graduates will need to complete registration paperwork and submit an updated resume. All documents must be submitted before the Graduation Exit Form can be signed and Academics will release the diploma.

Library:

All library materials must be returned and all fines must be cleared before graduation.

IT Helpdesk:

Only ECT and CIS graduation candidates need helpdesk clearance due to their laptop agreements



GRADUATION EXIT FORM

3600 S. 344th Way
Federal Way, WA 98001
253-943-2800

ALL AREAS MUST BE CLEARED PRIOR TO RECEIVING YOUR DIPLOMA

PLEASE SELECT YOUR CAMPUS: FEDERAL WAY BELLEVUE PORTLAND

<u>STUDENT NAME (Please Print - Last Name, First Name)</u>	<u>STUDENT NUMBER</u>	<u>PROGRAM</u>

<u>PERMANENT ADDRESS:</u>		
_____	<u>(PHONE #)</u> _____	
_____	<u>(E-mail)</u> _____	
<u>STUDENT SIGNATURE:</u> _____		<u>DATE:</u> _____

ECT/CIS STUDENT LAPTOP RETURN (HELP DESK)	
LAPTOP RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	BUYOUT: <input type="checkbox"/> YES <input type="checkbox"/> NO
<u>SIGNATURE:</u> _____	<u>DATE:</u> _____

LIBRARY	
BOOKS and MATERIALS RETURNED: <input type="checkbox"/> YES <input type="checkbox"/> NO	FINES/FEES DUE: \$ _____
<u>LIBRARIAN SIGNATURE:</u> _____	<u>DATE:</u> _____

CAREER SERVICES – SENIOR APPOINTMENT	
SENIOR APPOINTMENT SCHEDULED WITH CAREER ADVISOR: Date/Time: _____	
REGISTRATION PACKET RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	RESUME RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
REGISTERED ON HIREDEVRY: <input type="checkbox"/> YES <input type="checkbox"/> NO	RESOURCES GIVEN: <input type="checkbox"/> YES <input type="checkbox"/> NO
MOCK INTERVIEW COMPLETED: <input type="checkbox"/> YES <input type="checkbox"/> NO	INTEREST IN KELLER GRADUATE SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO
<u>SIGNATURE:</u> _____	<u>DATE:</u> _____

STUDENT FINANCE	
STAFFORD/PERKINS LOAN/EXIT INTERVIEW: _____	60-DAY PELL REQUIREMENTS (If Necessary): _____
<input type="checkbox"/> WALK THROUGH BY ACADEMICS	<input type="checkbox"/> VA BENEFITS; VA COORD. SIGNATURE: _____
COMMENTS: Student will contact DeVry Internal Collections two weeks after their withdrawal date to discuss any necessary payment plans. Collections may be reached at 1-800-323-4253. Full payment must be made within 12 months of your withdrawal date.	
_____ _____	
STUDENT FINANCE REPRESENTATIVE SIGNATURE: _____	<u>DATE:</u> _____

I acknowledge that my representative has explained the potential impact that withdrawing will have on my financial aid and account obligation. I understand that DeVry Student Account Collections will be contacting me to resolve any balance(s) remaining on my account.

<u>STUDENT SIGNATURE:</u> _____	<u>DATE:</u> _____
---------------------------------	--------------------

ACADEMICS	
DIPLOMA ISSUED: _____	
DIPLOMA RECEIVED DATE: _____	BY: _____ ACADEMIC/PROGRAM COORDINATOR