



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 (to the address below)

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

Last Name	Middle Name/Initial	First Name
DSI Number		Phone Number
Street Address		
City	State	Zip
E-mail Address		

Please check degree and if applicable check concentration or track:

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

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> AAS Accounting <input type="checkbox"/> AAS Electronics & Computer 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 Business Administration <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Business Info Systems <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 Mgmt and Entrepreneurship <input type="checkbox"/> Technical Communication <input type="checkbox"/> BS Computer Engineering Technology <ul style="list-style-type: none"> <input type="checkbox"/> Computer Networking Security <input type="checkbox"/> Digital Signal Processing <input type="checkbox"/> Distributed Computing <input type="checkbox"/> Embedded System Design <input type="checkbox"/> Graduate Study Preparation <input type="checkbox"/> Networks <input type="checkbox"/> BS Computer Information Systems <ul style="list-style-type: none"> <input type="checkbox"/> Business/Management <input type="checkbox"/> Computer Forensics <input type="checkbox"/> Database Management <input type="checkbox"/> Flex Option <input type="checkbox"/> Information Systems Security <input type="checkbox"/> Systems Analysis and Integration <input type="checkbox"/> Web Development and Administration | <ul style="list-style-type: none"> <input type="checkbox"/> BS Electronics Engineering Technology <ul style="list-style-type: none"> <input type="checkbox"/> Communications <input type="checkbox"/> Control Systems <input type="checkbox"/> Digital Signal Processing <input type="checkbox"/> Embedded System Design <input type="checkbox"/> Graduate Study Preparation <input type="checkbox"/> Networks <input type="checkbox"/> Security Systems <input type="checkbox"/> BS Game & Simulation Programming <input type="checkbox"/> BS Network & Communications Management <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 Info Systems <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Health Information Mgmt 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 Mgmt and Entrepreneurship <input type="checkbox"/> Technical Communication |
|--|--|

Are You Planning on Attending the Graduation Ceremony:

Yes No

Signature	Date
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"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."



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.

Graduation Fees

1. Graduation candidates are charged a \$50 fee, which must be paid before a diploma is released.



Seattle Metro Convocation Conditions

Contact Kathy Deibert (kdeibert@devry.edu) to make changes to the graduation petition 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.

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 diploma at the campus or center or have their diploma 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 Stoles:

For those graduating with honors, honor stoles may be purchased for \$20. Graduates may purchase an honor stole before the convocation from the Career Services Office on campus or right before the ceremony at check-in.



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-Exit Interview:

Students will also be required to meet with their Career Services Specialist 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</u> (Please Print - Last Name, First Name)	<u>STUDENT NUMBER</u>	<u>PROGRAM</u>
_____	_____	_____
<u>PERMANENT ADDRESS:</u>	(PHONE #)	
_____	_____	
	(E-mail)	

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

ECT/CIS STUDENT LAPTOP RETURN (HELP DESK)

LAPTOP RECEIVED: YES NO

BUYOUT: YES NO

SIGNATURE: _____ DATE: _____

LIBRARY

BOOKS and MATERIALS RETURNED: YES NO

FINES/FEES DUE: \$ _____

LIBRARIAN SIGNATURE: _____ DATE: _____

CAREER SERVICES

EXIT INTERVIEW: YES NO

RESUME RECEIVED: YES NO

REGISTERED ON INTERFACE: YES NO

Are you planning of pursuing a Master degree? YES NO

Are you interested in receiving information about Keller Graduate School of Management? YES NO

SIGNATURE: _____ DATE: _____

STUDENT FINANCE

STAFFORD/PERKINS LOAN/EXIT INTERVIEW: _____ 60-DAY PELL REQUIREMENTS (If Necessary): _____

WALK THROUGH BY ACADEMICS 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: _____ DATE: _____

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.

STUDENT SIGNATURE: _____ DATE: _____

ACADEMICS

DIPLOMA ISSUED: _____ DIPLOMA ISSUED DATE: _____

SYSTEM UPDATED / DATE: _____ BY: _____
ACADEMIC/PROGRAM COORDINATOR