(1) The Petition to Graduate form is available online. A student petitioning to graduate must meet with his/her appropriate faculty or academic advisor. The advisor and student review the degree audit for course requirements for the degree. The advisor indicates on the form any outstanding courses.

(2) The Petition to Graduate form is signed by the advisor and student. The advisor or student returns the form to the Records and Registration Department.

(3) The Graduation Coordinator enters it on the terminal and verifies the student's current schedule, degree requirements completed, required courses yet to be completed, and required grade point averages.

(4) Students who do not meet the degree requirements are notified by mail. An updated Petition to Graduate form indicating the projected semester of graduation must be submitted by the student.

(5) Students who have petitioned for graduation within the time frames specified in Procedure No. 5-08 (C) (2) and who are certified as having met all degree requirements receive their diplomas when all final grades have been verified.

(6) A student has his/her diploma mailed to him/her at the address listed on the verification form.