Plymouth State
UNIVERSITY
COLLEGE OF GRADUATE STUDIES

Petition for Degree Conferral
MAT, MBA, MEd, MS, CAGS and EdD

In order to complete your degree or certificate program, you will need to submit a formal petition to graduate. Please be sure to fill out the correct petition for your degree or certificate. Please print your name exactly how it should appear on your diploma.

Student ID: ☐☐☐☐☐☐☐☐☐

Last name | First | Middle

Home Address | City/Town | State | Zip

Home Phone | e-mail

Check the degree that you will be completing: ☐ EdD ☐ CAGS ☐ MBA ☐ MEd ☐ MAT ☐ MS

Major: ______________________ Concentration: ______________________

Please check your anticipated conferral date below and review the important guidelines for submission of petitions:

☐ For a conferral date of **December 31, 2011**, petitions and a $100 petition fee must be submitted by October 1, 2011. A late fee of $50 will be assessed for petitions received October 2 – 31, 2011. All program requirements must be fulfilled by November 30, 2011. December conferrals are invited to participate in the May 19, 2012 Commencement Ceremony.

☐ For a conferral date of **May 19, 2012**, petitions and a $100 petition fee must be submitted by December 1, 2011. A late fee of $50 will be assessed for petitions received December 2, 2011 – March 1, 2012. All program requirements must be fulfilled by June 30, 2012. May conferrals are invited to participate in the May 19, 2012 Commencement Ceremony.

☐ For a conferral date of **August 31, 2012**, petitions and a $100 petition fee must be submitted by May 1, 2012. A late fee of $50 will be assessed for petitions received May 2 – 31, 2012. All program requirements must be fulfilled by August 31, 2012. August conferrals are invited to participate in either the May 19, 2012 or May 2013 Commencement Ceremonies. August 31, 2012 graduates who plan to participate in the May 19, 2012 Commencement Ceremony need to petition by April 1, 2012.

Petitions received after the final late deadline for each conferral date will be considered for the next conferral date. Students who have not completed all required coursework as anticipated by the petitioned conferral date can be moved to the next conferral date for consideration without paying additional fees. If program requirements are still not met by this new established conferral date the student must submit another petition to graduate form and fee.

The PSU Commencement Program and press releases contain graduating students' names and other pertinent information. Your signature here indicates your permission to include such information as public information in the Commencement Program and in any press releases.

Student Signature: ______________________ Date: ____/____/______

PAYMENT METHOD:

☐ Check (Payable to PSU) ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Account Number | Expiration Date | CVV2 Code

I authorize Plymouth State University College of Graduate Studies to charge $ __________ to my credit card.

Card Holder Signature ______________________

Please submit form and payment to:
Plymouth State University College of Graduate Studies - MSC 11, 17 High St, Plymouth NH 03264-1595 Fax (603) 535-2572
Questions? Contact Sarah Robertson, Assistant Registrar & Graduate Degree Auditor, (603) 535-3292 or slrobertson1@plymouth.edu

OFFICE USE ONLY: Check # __________ $ ______