



Petition to Graduate

Application and Degree Verification: To graduate from SSU, you must meet all academic requirements, satisfy all financial obligations and complete this form. This form may be submitted after *all coursework has been completed and final grades are posted.* Please allow 30-45 days from the time you submit this petition to audit your degree and obtain your diploma.

Date of Request: _____

Student Name: _____

Student ID: _____

What program did you complete?

Bachelor of Business Administration

Master of Business Administration

Have you completed all of your coursework and are your final grades posted?

No

Yes

Have you made all of your payments for your diploma including the graduation fee?

No, please bill me for the required fees.

Yes

(\$150 for graduation fee)

Name As You Want It to Appear on Diploma (*Print legibly or your diploma may be misspelled*)

How do you want to receive your diploma?

San Diego- Fashion Valley Campus (free)

Newport Beach Campus (free)

Delivered to a US address (Domestic Courier fee is \$25)

Address: _____

Delivered outside of the US address (International Courier fee is \$85)

Address: _____

Student Signature (*Original signature only*)

All other formats will be rejected.

FOR OFFICE USE ONLY

Paid in Full, including Graduation Fee:

Bursar: _____ Initials: _____ Date: _____

Student File is Complete:

Registrar: _____ Initials: _____ Date: _____

Program Completed:

- () BBA – Bachelor of Business Administration
- () MBA – Master of Business Administration

Approval:

Designated School Official:

_____	_____	_____
Name	Signature	Date

Dean of Students:

_____	_____	_____
Name	Signature	Date

Chief Academic Officer:

_____	_____	_____
Name	Signature	Date

Chancellor:

_____	_____	_____
Name	Signature	Date

How diploma was released: _____

Authorization: _____
Name Signature

