



## 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

