



Application for Academic Degree and Diploma

Please complete the entire form.

Student ID # _____

Degree requirements will be met at the end of:

Spring _____ Year

Summer _____ Year

Fall _____ Year

Please type your name as it should appear on your diploma (if you're using a name other than the one on your student record, you must submit a change of name form with the appropriate supporting documentation and receipt of payment for the name change.)

Name: _____ (Please write your name the way you would like it to appear on your diploma NOTE: MUST BE LEGAL NAME AS SHOWN ON LEGAL ID)

- Checkboxes for degree programs: Bachelor in Elementary Education, Bachelor in Business Administration, Bachelor in Psychology, Master in Industrial and Organizational Psy., Master in Psychology, Master in TESOL, Master in Exceptional Education, Master in Business Administration, M.S in General Psy., Doctor of Psychology.

Current Address: _____

SunMail Address (All correspondence will be sent here): _____

Telephone Numbers: () Home () (Cellular) () (Other)

Current Employer: _____

Position Held: _____ Work Telephone Number: ()

PROCEDURES

- 1. A completed Application for Academic Degree and Diploma must be accompanied by a personal check, certified check or money order in the amount of \$150.00 made payable to Carlos Albizu University.
2. This application must be submitted to the Registrar's Office on or before the deadline stated on the Academic Calendar.
3. Both the completed application and the payment for graduation must be submitted to the Finance Office for official processing.
4. All institutional obligations must be fulfilled prior to approval for graduation.
5. Final approval for graduation is contingent upon the student meeting all the academic/practica requirements by the end of the session.
6. Student must satisfy all financial obligations with Carlos Albizu University

FOR ADDITIONAL INFORMATION REGARDING GRADUATION, PLEASE SEE THE INSTITUTIONAL CATALOG.

Student Signature

Date

TURN BACK

Procedures for Completion of Academic Requirements and Requesting Degree Conferment

Carlos Albizu University awards degrees three times each year at the end of the Spring session (April), at the end of the Summer session (August), and at the end of the Fall session (December). Program requirements completed **after the last day** of each session will result in the degree being awarded at the **next** conferment, which is at the end of the following session. The student should note that the process of conferring and posting the degree to the transcript may take up to 60 days after the last day of each session. Once the Board of Trustees have conferred the degree, the student's degree is sent for printing. It may take an additional 6 weeks after the conferral for the manufacturer to print the degrees. In the meantime, the student may request from the Office of the Registrar a letter verifying that all degree requirements have been met, and that the degree is pending to be awarded. Once the degrees are conferred, each diploma and transcript will reflect the last date of the session in which all degree requirements were completed.

The commencement ceremony is held once a year in September/October. In order to be eligible to participate in the commencement exercises a student must:

- ❖ Apply at the Office of the Registrar, including fee payment, during the session in which they plan to complete, and **no later** than the deadline stipulated in the academic calendar. Applying for graduation, regardless of participation in the commencement exercises, is a requirement for posting of degrees on transcripts and issuing degrees.
- ❖ Students who complete requirements after the end of the Fall session will not be allowed to participate in the commencement ceremony. They will have to wait until the following year's ceremony. **This excludes those students completing internship only.**

The following conditions should be met before the degree is conferred:

1. Application for graduation must be completed and the corresponding fee paid.
2. The student's record is reviewed by the Office of the Registrar for completion, once the paid application is received it is subsequently forwarded to the Faculty and Program Directors for recommendation for degree conferment, and the Chancellor for approval.
3. The Office of the President reviews the record and requests approval from the Board of Trustees for degree conferment.
4. Once conferred, the student will receive from the Office of the Registrar a letter announcing the date of degree conferment by the Board of Trustees, and the date the diploma will be available for pick-up.
5. The Office of the President will forward a copy of the final approval to the Office of the Registrar to proceed with ordering the diploma.
6. When the diploma is received, the Office of the Registrar will verify the diploma for accuracy, make photocopies for the student file, and place it in a diploma cover for pick-up.
7. Student must satisfy all financial obligations as well as any requirements with ALL departments of Carlos Albizu University before degree will be released to student.

For additional information regarding graduation see the institutional catalog.

Graduation Honors Criteria

Undergraduate cumulative grade point average:

Cum Laude 3.33 - 3.49

Magna Cum Laude 3.50 - 3.95

Summa Cum Laude 3.96 - 4.00

Graduate cumulative grade point average:

Distinction 3.60 - 3.94

Utmost Distinction 3.95 - 4.00

Graduate students receiving honors cannot have:

*Received a grade of C or lower in any course.

*Received an NP or repeated practicum, internship, dissertation, and/or Comprehensive/Qualifying Examination.