

REACTIVATE

Office of the University Registrar 72 Fifth Avenue New York, NY 10011 Tel 212.229.5620 Fax 212.229.5648

Graduation Petition

Students are responsible for submitting completed form to the Registrar's Office. PLEASE READ AND COMPLETE ALL FIELDS.

*Mannes students must submit petition to the Mannes College of Music Registrar's Office, 150 W. 85th Street, NY, NY 10024.

Deadlines: January: No fee prior to October 1, \$20 late fee after Oct. 1, \$50 late fee after Nov. 1st.
Final deadline November 15. (No petitions accepted after November 15 without memo from Dean.)
May: No fee prior to February 15, \$20 late fee after Feb. 15, \$50 late fee after Mar. 15th.
Final deadline March 30. (No petition accepted after March 30 without memo from Dean.)

Name: _____ **ID#:** _____

(Print name exactly as you would like it to appear on your diploma and in the commencement program.)

Your first and last name MUST match your official name on record with the University.)

Address where diploma should be mailed: (PLEASE NOTE: Diplomas will be mailed 12 weeks after the end of the term.)

Street: _____

City: _____ State: _____ Zip: _____ Phone # _____

Country: _____

Preferred email address for The New School Alumni Association: _____

(Please indicate a personal email address (e.g. @gmail.com), not your New School email address)

DIVISION	DEGREE (check one):								
DRAMA	<input type="checkbox"/> MFA								
JAZZ	<input type="checkbox"/> BFA			<input type="checkbox"/> BA/BFA (MUST COMPLETE TWO PETITIONS)					
LANG	<input type="checkbox"/> BA	<input type="checkbox"/> BS		<input type="checkbox"/> BA/BFA (MUST COMPLETE TWO PETITIONS)					
MILANO	<input type="checkbox"/> BS			<input type="checkbox"/> MS		<input type="checkbox"/> MPHIL		<input type="checkbox"/> PHD	
NSSR	<input type="checkbox"/> MA		<input type="checkbox"/> MPHIL		<input type="checkbox"/> MS		<input type="checkbox"/> DSSC		<input type="checkbox"/> PHD
NSGS	<input type="checkbox"/> BA	<input type="checkbox"/> BFA	<input type="checkbox"/> BS	<input type="checkbox"/> MA	<input type="checkbox"/> MFA	<input type="checkbox"/> MS			
PARSONS	<input type="checkbox"/> AAS	<input type="checkbox"/> BA	<input type="checkbox"/> BBA	<input type="checkbox"/> BFA	<input type="checkbox"/> BS	<input type="checkbox"/> MA	<input type="checkbox"/> MFA	<input type="checkbox"/> M.ARCH	<input type="checkbox"/> BA/BFA (MUST COMPLETE TWO PETITIONS)
MANNES*	<input type="checkbox"/> BM			<input type="checkbox"/> UNDERGRADUATE DIPLOMA				<input type="checkbox"/> MM	
	<input type="checkbox"/> BS			<input type="checkbox"/> PROFESSIONAL STUDIES DIPLOMA				<input type="checkbox"/> EXTENSION DIPLOMA	

MAJOR: _____

Degree requirements will be completed: Fall 20 _____ or Spring 20 _____

Graduation Attendance: The commencement ceremony for both May and January graduates is held in May. Undergraduate students who are within 9 credits of completing their degree requirements and will complete all outstanding credits in the summer term following Commencement may participate in the ceremony. **Graduate students must complete all degree requirements in the semester prior to Commencement to participate in the ceremony.**

Cap and Gown Order: Will you attend the University Commencement ceremony?

Yes No **If yes, list height in feet and inches** _____ (see Registrar's Office for sizing assistance.)

Please note: Attendees must purchase graduation attire for \$55.00 cash in May from the university supplier. Additional information will be provided in February.

Final Evaluation and Diploma: After all of your semester grades are received and posted, an evaluation of your academic record will be done to determine your eligibility to graduate. This process will take several weeks. If you are eligible to graduate your diploma will be mailed to the address you indicated above approximately 12 weeks later. **If you are ineligible to graduate, you will be notified by mail of your outstanding requirements. When those outstanding requirements are met, you MUST contact the Registrar's Office to reactivate your petition to graduate.**

Student Signature (required): _____ **Date:** _____

For Office of the University Registrar Use Only:

Student Financial Services: *Initials* _____ *Date* _____ White - Registrar; Yellow- Alumni Assc; Pink – Student