

Chancellor University

Graduation Petition Policies and Procedures

To graduate from Chancellor University, a student must file a **Petition to Graduate Application** notifying the Office of Academic Records that they will be completing their course work. A Petition must be filed whether or not the student plans to attend the Commencement Exercises. The University holds one ceremony each year in May. Petitioners completing all courses in August or December may obtain a "Letter of Completion" as preliminary documentation to the formal degree. All policies and procedures regarding graduation must be followed. This information can be found in the University Catalog.

Please read and make sure you understand the following:

1. Filing your Petition to Graduate

Obtain a petition from the Office of Academic Advising or online. Complete the petition and take it to your advisor for review and a signature. Submit the completed petition, along with the appropriate fee, to the Office of Academic Records.

2. Completion Deadlines

There are two dates in which you are able to submit your petition to graduate. It is imperative that you adhere to the deadlines. If you miss a deadline, you may be subject to having your petition forwarded to the next academic year.

Summer/Fall Completion - If your course work will be completed by the end of the Summer term (August) or the Fall term (December), you must petition by **March 31**, of the current year. This will allow you to obtain a Letter of Completion prior to participating in the next Commencement ceremony.

Winter Completion - If your course work will be completed by the end of the Spring Term (May), then you must petition by **October 31**, of the current year. This will allow you to participate in the next years Commencement ceremony. Failure to do so will result in your petition being moved to the next graduation year.

Students normally complete course work for their degree during the Fall and Spring terms. If you find you cannot complete your course work by the date specified on your petition, you must notify the Registrar in writing immediately. Failure to complete required coursework by the specified date could result in your name being removed from the graduation list.

In the event you cannot complete your course work, within the allotted time, your name will be removed from the Graduation List and you will have to re-petition for a future graduation year.

3. Graduation fees

Bachelor, Associate, or Graduate Degrees

First-time petition:	\$150
Re-Petition:	\$75

Certificate

First-Time Petition:	\$150
Re-Petition Fee:	\$75

Multiple Degrees:	\$150
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Multiple degrees, refers to combinations of degrees that a student may petition to receive. For example: a student who has petitioned to graduate with both an Associate degree and a Bachelors degree or a Bachelors degree and a Certificate. The graduation fee can be paid by using any of the following methods: cash, check, money order, credit card, or the fee can be charged to your account.

4. Courses Remaining Letter

After your petition is filed, you will receive a "Courses Remaining Letter" from the Office of Academic Records. This letter will list the courses you have remaining to complete for your degree. This letter is intended to assist you as you complete your remaining courses, however, **it is ultimately your responsibility to make sure you take all course work required for your degree, as shown in the University Catalog you are following.**

Review the letter carefully and notify the Office of Academic Records immediately if there appears to be any discrepancies with your courses remaining letter or if you have any questions.

5. Graduation Requirements

In order to graduate from Chancellor University with a degree or certificate, you must fulfill all program requirements as described in the edition of the University catalog you are following (or were admitted or re-admitted under). You also must adhere to all residency requirements. ***You must have earned a minimum cumulative grade point average (GPA) of 2.00 in order to be eligible to graduate. Within your major core, you must have earned a minimum GPA of 2.25. In the JWMI Program you must have earned a minimum of 3.00 in order to graduate.*** No exceptions will be made to this policy. Please contact your advisor if you have any questions.

Please be advised that the University will not be able to verify your degree, release your completion letter, diploma, or transcript until your account has been cleared with the Business Office.

6. Exit Interview

Students who have Perkins (NDSL), Stafford, SLS and/or Plus loans must complete an Exit Interview with the Student Financial Aid Office. You can complete the Exit Interview online at www.myers.edu/faid/exittext.html. Please contact the Financial Aid Office if you need additional information.

7. Attending the Commencement Exercises

All students are strongly encouraged to attend the University's Commencement exercises held in May. However, if you will not attend, you must notify the Registrar in writing as soon as possible. (You may also do so by checking the appropriate box on the Petition.) If you have any questions about the Commencement exercises, please contact your Advisor or the Office of Academic Records.

Chancellor University

Petition to Graduate	This serves as notification to the University that you will be completing requirements for graduation. If you find you cannot complete your course work by the period specified, you must provide written notice to the Registrar immediately.
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Print your name exactly as it should be printed on your diploma.	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">First</td> <td style="width: 33%; text-align: center;">Middle</td> <td style="width: 33%; text-align: center;">Last</td> </tr> </table>	First	Middle	Last
First	Middle	Last		
Degree	<input type="checkbox"/> MBA <input type="checkbox"/> MMG <input type="checkbox"/> BSBA <input type="checkbox"/> BS <input type="checkbox"/> BA <input type="checkbox"/> AAS <input type="checkbox"/> AAB <input type="checkbox"/> AA (no major) <input type="checkbox"/> Certificate			
Major	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Dual Major</td> </tr> </table>		Dual Major	
	Dual Major			
Completion Date	I will finish in: <input type="checkbox"/> Fall 201 ____ <input type="checkbox"/> Spring 201 ____ <input type="checkbox"/> First Time Petition <input type="checkbox"/> Summer 201 ____ <input type="checkbox"/> Repetition			

Regalia Information	Height ___ Ft. ___ In. <input type="checkbox"/> I need to order a plus-size gown. <input type="checkbox"/> I will not attend Commencement (a cap and gown will not be ordered for you).
Payment Information	<input type="checkbox"/> A check, money order, cash, or credit card # is attached to pay my petition fee. Credit Card Info: Type of Card: _____ Account No.: _____ Exp. Date: _____ Security Code (last 3 digit) _____ <input type="checkbox"/> Please have the Business Office charge my account.

Street Address					
City		State		Zip	
Home Phone	(____) _____ - _____	Work Phone	(____) _____ - _____	Govt.ID	_____ - _____ - _____

High School		City		State		Year of Graduation	
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Other Colleges Attended		Dates		Degrees	

I have read and understand the policies and procedures regarding graduation. (This form must be signed by your advisor.)	Student Signature		Date	
	Advisor Signature		Date	

National Origin	This information is voluntary. It will be used for statistical purposes only and will not be released on an individual basis.	<input type="checkbox"/> Caucasian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____
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Business Office Receipt of Fee	Amount Paid		Received By		Date	
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Chancellor University

Graduation News Media Release

If you **want** your graduation information released to the media, fill out the **top** portion of this form.

If you **do not want** your graduation information released to the media, fill out the **bottom** portion of the form.

Please Print Clearly

For the _____ Commencement
(year)

Name _____

County _____

Address _____

Daytime Phone:

(_____) _____

I am graduating with the following degree or certificate:

() BSBA Specialization _____

() BS Major _____

() BA Major _____

() AAS Major _____

() AAB Major _____

() AA (no major for AA)

() Certificate Major _____

() MBA () MMG

Name of your neighborhood newspaper (if other than The Plain Dealer): _____

I authorize Chancellor University to release the following graduation information to the news media:

Signed _____ Date _____

.....

I do not want any of my graduation information released to the news media.

Signed _____ Date _____

Chancellor University – Office of Academic Records

Graduation Survey

Chancellor University is committed to education, excellence and service to graduates and current students. The information you provide will enable the University to contact you about services and any upcoming, special events that may be of interest to you. Personal information will be held confidential and only used to improve services or in aggregate for companies/foundations that request statistics about Chancellor University's graduates.

Name _____
last first middle initial maiden name(former)

Address _____

Home Phone () _____ Alternate Phone () _____ E-mail Address _____

Spouse/Partner's Name _____ Number of Children _____

Your opinions are valuable! We would like to know your opinions about Chancellor University. This information can help us improve our performance. Feel free to turn this survey over and offer more comments.

Attending Chancellor University

Are you the first generation in your family to attend college or university? Yes No

Why did you choose Chancellor University? Courses Offered Reputation Multiple Ways to Learn Convenience
 Other _____

Attend Chancellor University to: Prepare for first professional job? Advance at current job?

Improve chances to seek other employment? Prepare for graduate school? Other _____

Where did you attend?

____ Online

____ Chancellor University (Ground)

How did you get to school? Personal Auto Public Transportation Walked Other _____

Was parking convenient? Yes No (If "No" why?) _____

Was security adequate? Yes No

What was your level of satisfaction at Chancellor University? Excellent Very Good Average Poor

Did Chancellor University prepare you for the business world? Very Well Some Poorly Not at all

Would you recommend Chancellor University to a friend/relative/co-worker? Yes No

Financial Aid

Financial Aid recipient? Yes No (If "No" go to the section titled "After Graduation")

a) Interaction with Office of Financial Aid, 1 to 5 with 1 very negative and 5 very positive: 1 2 3 4 5

b) Ease of the Application Process 1 2 3 4 5

c) Professional Courtesy of the Financial Aid Staff 1 2 3 4 5

d) Timely Return of Phone calls by Staff 1 2 3 4 5

e) Attend Financial Aid Workshops? Yes No

After Graduation

Intend to pursue advanced degree or certificate after graduation? Yes No

If "Yes" at Chancellor University? Yes No If "No" why not? _____

Upon graduation, where will you reside? (City) _____

(County) _____ (State) _____

Career Services

Do you prefer to work in Cleveland? Yes No

Used Career Services? Yes (If "Yes" which) No ? Resume Cover Letter

- Interview Skills Job Placement Internships/Cooperatives Experimental Learning Career Assessment
- Life Experience Career Counseling What I really need _____

College Achievement Program

Utilized College Achievement Program (CAP)? Yes No (If "No" Why?) _____

Attended any CAP workshops? Yes No (If "No" Why?) _____

Used University's Tutorial Services Center? Yes No (If "No" Why?) _____

Computer Literacy

1 to 5 with 1 very negative and 5 very positive, rate your level of computer literacy **before** enrollment? 1 2 3 4 5

1 to 5 with 1 very negative and 5 very positive, rate your level of computer literacy **after** graduation? 1 2 3 4 5

Online Courses

Any online courses? Yes No (If "No" go to the section titled "Current Employment")

Online Learning provided adequate support? 1 to 5 with 1 very negative and 5 very positive 1 2 3 4 5

How can we improve? _____

Level of satisfaction with online instruction? 1 2 3 4 5

Advice to someone thinking of enrolling in an online course? _____

Current Employment

What is your current employment status? Full-Time Part-Time Temporary Unemployed

How did you locate your current employment? Career Resource Center Other _____

Name of Employer _____ Current Title _____

Is occupation related to major pursued? Yes No

Does your Employer Match Gifts? (Donations designated to a charity that your company matches.) Yes No

Does your Employer have Tuition Reimbursement Program? Yes No

Clubs and Organizations

Did you participate in one or more of the following?

- Accounting Association (CUMCAA) American Marketing Association (AMA) Delta Honor Society
- Mock Trial Society Chancellor Hispanics in Action (CHIA) Chancellor Student Government (CSG)
- Chancellor Model United Nations Chancellor Students in Free Enterprise (SIFE) Paralegal Association
- Society for Human Resources Management (SHRM) Collegiate Entrepreneurs Organization
- Student Voice Other: _____

From time to time, we may have special events that may be of interest to you. Please provide your interests/hobbies:

Sports _____

Hobbies _____

As an alumni, would you like to receive information about All events Sports Events Only Special Events

Other _____

Comments _____

Thank you for completing the survey.