

PETITION TO GRADUATE

Behavior Analysis Department SCHOOL OF SOCIAL WORK

Students must return a completed Petition to Graduate form to Carol Mohabir in Room W-303 of the Main College Building, in person, or electronically via email to carol.mohabir@simmons.edu before the appropriate deadline indicated below. *Incomplete petitions will be returned to the student.* Petitions received by the Program Director *after* the deadline, or filled out with the incorrect graduation date, may result in a postponed graduation date or the student's name being left out of the commencement program.

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DIPLOMA NAME:

Please print your name EXACTLY as you wish it to appear on your diploma.

First Middle Last

Degree: Please check degree you are receiving.

- _____ Doctor of Philosophy
- _____ Ed.S. (in behavior analysis)
- _____ M.S. in Behavior Analysis

Diplomas will not be ordered for students who don't return completed petitions. Late petitions may delay the availability of your diploma.

Conferral Date: Please check one.

- _____ January 2016 Petition due by November 1.
- _____ May 2016 Petition due by November 1.
- _____ August 2016 Petition due by April 1. *(PLEASE NOTE: Students who are registered for summer courses that run past the third Friday in August will not be eligible to graduate in August. Students who are registered for these courses will be eligible for an October graduation.)*
- _____ October 2016 Petition due by April 1.

Previous Degrees Earned:

College: _____ Degree: _____ (B.A., B.S., M.A., etc.)

College: _____ Degree: _____

Commencement:

Students who will finish their degree requirements by May 2016 are invited to participate in the commencement ceremony on May 20, 2016.

Graduate students in the Behavior Analysis Department who will not finish their requirements by May, but can demonstrate that their degree will be completed **no later than October of that year**, are allowed to participate in the Commencement ceremony in May if they have the approval of their program and the Office of the Registrar. If approved to participate, students finishing up over the summer (1) will not receive their diplomas until all degree requirements are complete, including credits, (2) will have a notation next to their names in the commencement program indicating they will not be finished until later in the academic year, (3) will be responsible for communicating with the Office of the Registrar and their academic program before June 30 about the completion of their degrees, to make certain that they are included on the appropriate August or October graduation list, and (4) must also submit a completed Petition to Participate form that can be downloaded at <http://commencement.simmons.edu/participate>.

Do you plan to attend the Commencement ceremony on Friday, May 20, 2016? _____ Yes _____ No

Diplomas:

Diplomas may be picked up at Commencement 2016 or in the Office of the Registrar *two business days* after Commencement; a photo ID is required to pick up your diploma. For January, August and October graduates, diplomas will be mailed to you directly from our printing company **to the Preferred Mailing Address that we have on record for you on your Manage Contact/Emergency Info page in AARC. Please update your address on AARC when you submit your petition**, to ensure that your diploma is sent to the correct place. Replacement diplomas cost \$25, and should be requested in writing from the Office of the Registrar, Simmons College, 300 The Fenway, Boston, 02115.

Student signature: _____ ID # or S.S. #: _____

Program Director signature: _____ Date: _____

***** PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS. *****