

Please return this form via fax, email, or e-sign to: Fax: 888.226.6319 ♦ Email: RecordsUoR@ashford.edu.

Please allow 5-7 business days for your form to be processed. This completed form, including required fees, must be submitted to release all transcripts, diplomas, and verifications for degrees awarded. After processing this form, your account will be charged the \$500 graduation fee plus any applicable sales tax. This fee pays for the final audit of your degree, your official transcript, and the processing, printing, packaging, and shipping of your diploma and frame. It is your responsibility to pay this fee before your transcripts, diploma, or verification of degree awarded can be released. Despite what may be reflected on your student portal ledger card, federal student aid funds cannot be used to pay this fee. Payment can be made via your student portal under the My Finances → Make a Payment Online tab or you can call 800-798-0584 ext. 20066.

The date of degree conferral recorded on your transcript and on your diploma will reflect the date you complete all academic degree requirements. Degree completion is generally recorded on a student's official transcript within 30 days of completion of ALL program requirements. Diplomas are generally ordered within 30 days of completion of all program requirements and payment of all related tuition and fees. Ordered diplomas may take 6-8 weeks to arrive. Diplomas and transcripts will be withheld until this document is submitted and all accounts at the University are paid in full.

Diplomas will include the student's name as indicated on the form below. The student's degree and applicable major(s) will be reflected on the diploma along with the date of degree conferral officially issued by the University. Any applicable specialization(s) and/or concentration(s) that are earned will not be indicated on the diploma but will be indicated on the student's transcript.

Student Information

First Name: _____ Last Name: _____
Student ID: _____ Email: _____

Print your name as you would like it to appear
on your diploma and in the Commencement Program: _____
(If blank, name will appear as it is in the University System)

Address Information

Street Address or PO Box: _____ Country: _____
City: _____ State/Province: _____ Zip: _____

Your contact information listed above will be updated in the Ashford University database unless you indicate otherwise. Ashford University will mail one official transcript, your diploma, and any additional graduation information or items for ceremony participants to this address.

Diploma Address

☐ I understand that my diploma will be sent to the address provided above.

If you wish to receive your diploma at a different address than the one indicated above, please update your diploma mailing address in the student portal. To update your diploma mailing address: Log into your Student Portal, click Account Info and then click My Information. To edit your personal information, click on the Edit button. Go to the Address tab in My Information and click the Add New Address button. Choose Diploma Address from the drop-down menu and enter your new address.

Program Information

Degree: _____ Specialization: _____
Doctoral Research Project: ☐ Applied Doctoral Project (ADP) ☐ Dissertation
Title of Doctoral Research Project: _____
Doctoral Research Project Chairperson: _____
Target Date for Final Oral Defense: _____ Target Date for Graduation: _____

Your Doctoral Research Project Chair is required to review and approve your target date for graduation, which will be reviewed for meeting eligibility for being in the program and/or eligibility to walk in the ceremony. Your target date is only an estimate based on your schedule and current progress towards completion of your Doctoral Research Project.

My signature below, as the Chair of this student's Doctoral Research Project Committee, indicates my agreement that the target graduation date is a reasonable approximation of when the student will complete the Doctoral Research Project process.

Chair Signature: _____ Date: _____

Acknowledgement

The Ashford University Commencement Program and Press Releases contain graduating students' names and other pertinent information, such as degree, major, specialization, and concentration. Your signature here indicates your permission to include such information in the Commencement Program and in press releases as Public Information. The Commencement Program may be published on the Ashford University website.

Student Signature: _____ Date: _____

You have provided your consent to receive documents from Ashford University in electronic form as part of your Online Application. For more information, please refer to the Electronic Communication section of the Catalog.

Check one: ☐ I plan to attend Commencement (Page 3 is attached) ☐ I **do not** plan to attend Commencement

Additional Information for Commencement Ceremony Participants Only

To be eligible to attend commencement your Final Research Review needs to have been submitted by the Application Deadline with anticipation you will complete your Final Oral Defense 2 weeks prior to the Commencement Ceremony date.

Petition to Graduate forms received after the deadline will be forwarded to the next Commencement Ceremony date. Your Petition to Graduate form and Graduation fee must be received by the Registrar's Office with payment on or before the deadlines outlined on this form.

First Name: _____ Last Name: _____ Student ID: _____

Commencement Date

Commencement Ceremony Date

☐ May 3, 2020

Application Deadline

March 13, 2020

Guest Information

How many guests would you like to bring? _____

Cap and Gown Information

- Cap, gown, and hood will be ordered on your behalf and mailed to your home address on file prior to the ceremony.
- You will receive a Commencement Program on the day of the ceremony.

Ashford University will mail one official transcript and your diploma. Diplomas are not distributed at the Commencement Ceremony.

Weight: _____ lbs.

Height: _____ (feet) _____ (inches)

**Weight and height information is necessary to ensure a tailored fit for gowns, which are sized in 25 lb. increments.*

Please note: By being present at the graduation, you release Ashford University from all claims regarding the use of your likeness and/or image in any print or electronic media including, but not limited to, video, television, and newspaper. You also understand that Commencement may be streamed live on the Ashford University website.