



Clarification of Graduation Policies

Petitioning to Graduate * **Important - Petition to Graduate Forms will be reviewed at the end of term in which the student submits this form and when all grades for the term have been received. Grades can be checked on student link via www.ausfba.com. Please assist us in allowing sufficient time for processing. Conferral of your degree takes about 2 months to complete after all paperwork and grades have been received. Therefore, your degree will not confer on your last day of classes or your defense date. Please be assured that we will contact you if any necessary forms are missing. Congrats!**

1. Students who are planning to graduate need to submit a *Petition to Graduate Form* with payment to the Student Services Office **by the first day of the last term in which they register**. Student who hand in their *Petition to Graduate* Forms late or hand in incomplete will not be processed until the following term and will not be able to walk in the graduation ceremony.
2. It is the student's responsibility to make sure all *Incomplete* and *In Progress* grades are changed as well as all program requirements including meeting their practicum, internship and CRP requirements by the end of the term in which they graduate. Students are encouraged to review their academic transcripts every semester to make sure any Incomplete or In-Progress courses have been updated. Academic transcripts can be found on *Student Link* <https://banner.argosyu.edu>.
3. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, CRP requirements, practicum/ internship contract requirements, and course repeats) by the end of the term in which they petition to graduate.

Diplomas

Diplomas are ordered once every term after the end of the term in which the student complete their requirements and after all grades for the term has been submitted. Students who have incomplete or in progress grades at this point will not have a diploma ordered and will have to wait until the completion of the following term. *Diplomas take approximately two months to be processed.*

Important Graduation Dates

Date Student Completes all Graduation Requirements*		Ceremony Date
End of Fall I Term 2006 (October 25, 2006)		Fall 2007
End of Fall Term 2006 (December 16, 2006)		Fall 2007
End of Spring I Term 2007 (February 28, 2007)		Fall 2007
End of Spring Term 2007 (April 21, 2007)		Fall 2007
End of Summer I Term 2007 (June 27, 2007)		Fall 2007
End of Summer Term 2007 (August 18, 2007)		Fall 2007
End of Fall I Term 2007 (October 27, 2007)		Fall 2008
End of Fall Term 2007 (December 15, 2007)		Fall 2008

* Completion of Graduation Requirements are as outlined in the campus handbook. Students who have incomplete grades or incomplete paperwork at the end of the term in which they plan to graduate may not be able to walk in the graduation ceremony so please plan accordingly.



Argosy University SF Bay Area Campus Petition to Graduate 2006-2007

Students completing their degree program during the 2006-2007 academic year must complete and return this form along with a \$150.00 graduation processing fee (check or charge) to Student Services by **the first day of the term you plan to graduate**. Once your degree requirements have been met and your degree has been posted you will be notified in writing. Please note it takes up to 3 weeks to complete reviewing your records once all requirements have been met. *It is advised you make a copy of this form for your records.*

1. Student Information:

Student Name: _____

Student ID #: _____ Birth Date: _____ Semester/Year Entered: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ Cellular Phone: _____

E-mail Address: _____

Are you currently employed? Yes No Part-time Full-time

Employer: _____ Job Title: _____

Address: _____

Telephone: _____ Email: _____

2. Degree for which you are petitioning:

- | | |
|--|---|
| <input type="checkbox"/> BA in Psychology | <input type="checkbox"/> BS in Business Administration |
| <input type="checkbox"/> M.A.-Clinical Psychology | <input type="checkbox"/> PsyD-Clinical Psychology (AU SF/BA) |
| <input type="checkbox"/> M.A.-Counseling Psychology | <input type="checkbox"/> Ed.D.-Counseling Psychology |
| <input type="checkbox"/> M.A.-Forensic Psychology | <input type="checkbox"/> Ed.D Instructional Leadership |
| <input type="checkbox"/> Ed.D Leadership/Community Coll | <input type="checkbox"/> Ph.D (CGSP Teachout and Rosebridge Teachout) |
| <input type="checkbox"/> MA.Ed. Instructional Leadership | <input type="checkbox"/> MAEd Leadership |
| <input type="checkbox"/> DBA Marketing | <input type="checkbox"/> DBA Management |
| <input type="checkbox"/> MBA Marketing | <input type="checkbox"/> MBA Management |

3. Date on which you completed or expect to complete the requirements for the above degree:

2007

- | | |
|---|---|
| <input type="checkbox"/> Summer I 2007 (June 27) | <input type="checkbox"/> Fall I 2007 (October 27) |
| <input type="checkbox"/> Summer II 2007 (August 18) | <input type="checkbox"/> Fall II 2007 (December 15) |

Other date as indicated in my Practicum/ Internship Contract _____

Other date due to DANTES (BA Completion program only) _____

Your signature below indicates that you fully anticipate completing your requirements for your degree by the above date:

Signature: _____

4. Program Requirements and Signatures:

It is the **student's responsibility** to get the appropriate signatures for this part of the form. `

BA Students ONLY:

Please check below if you will have **DANTES tests** after the completion of your coursework at Argosy University. Please note that you have one term following the completion of your Argosy University course work to complete your DANTES. (Ex. complete your courses in Fall II 2006 (Dec. 17) you will have until Spring II 2007 (April 21) to complete your DANTES).

I need to complete DANTES tests. I understand that I have one year after the completion of my courses to provide proof of completion of the DANTES. Term and Date in which you will complete your DANTES: _____.

Student Signature: _____

MA Counseling, MA Clinical and Psy. D Clinical Students ONLY:

Please have your Training Director indicate the date in which you will complete your Practicum/ Internship Contract. Please note if your Practicum/ Internship Contract extends beyond the completion date of your coursework, you are still required to meet the requirements of the contract. Your graduation date will reflect the date of the end of the term that your contract ends.

Practicum/ Internship Contract End Date: _____

Practicum/ Internship Site Name: _____

Practicum/Internship Location (City and State) _____

Clinical Training Director's Signature: _____

All Doctoral Level Students ONLY (PsyD, EdD and DBA):

Please note that students on Dissertation or Clinical Research Project need to have completed their requirements including all required paperwork prior to the last day of the term in which they are registering.

Part of Term/ Year in which student will have completed their Dissertation or CRP? _____

Title of Dissertation: _____

Name of Dissertation Chair and Reader: _____

5. Payment:

To charge your graduation processing fee of \$150.00 to a credit card, please fill in the information below.

MasterCard Visa Discover

Card Number: _____ Expiration Date: _____

Authorized Signature: _____ Date _____

Credit Card Security Code: _____



Graduate Information

Commencement Program & Ceremony

Please write this information clearly so that it will be clear and accurate.

Name as you would like it to appear on the diploma: _____

*Please note that it takes 2 months to receive your diploma. It will be mailed to your home address.

Ceremony Information:

Will you be participating in the commencement ceremony (in Fall 2007)?

Yes No

If yes complete the following:

How many guests do you plan to bring? _____ (Limit 4)

Will you require extra tickets? _____ (List amount. We will contact you closer to the ceremony date to inform you if extra tickets are available).

Commencement Program:

Name as you would like it to appear in the Program _____

Name as you would like it announced during the Ceremony _____

Cap & Gown Information: *Cap Size: _____ Weight: Pounds _____ Height: feet _____ inches _____

*Circumference around head divided by 3.14=Cap Size: Example, 21 inches / 3.14 = 6.69

Your signature here indicates your permission to include the above information in the Commencement Program as Public Information. (Students who have incomplete grades or incomplete paperwork at the end of the summer2007 term may not walk in the Fall 2007 graduation ceremony so please plan accordingly. **There are no exceptions**)

Signature _____ ID# _____ Date _____

Office Use Only:

- Graduation database (SHADEGR and SHATCMT)
- Charged in Banner
- Degree in Banner
- Information listed in graduation spreadsheet

**Argosy
University/
San Francisco
Bay Area**

GRADUATE
SURVEY

GRADUATE PROFILE

Name: _____
First Middle Initial Last Maiden Name

Address: _____
Street City State Zip

Phone: Home () _____ - _____ Work () _____ - _____ E-mail: _____

Major/Program of Study: _____ Degree: _____ Gender: Male Female

Age: 18-22 23-28 29-34 35-41 42-50 over 50

Since graduation, I have been employed in my field of study or a related field: YES NO

Current Employment Status:
 I am employed in my field of study. I am employed, but not in my field. I am not employed at all.

I worked for my employer while attending school: YES NO

(Please check each if both apply.) (Please check only ONE.)
 I am employed by a company I choose not to work in my field of study OR
 I am self-employed/freelancing I cannot find a position in my field of study

1. I am employed full timeYES NO

2. I am employed part time.....YES NO
 (Please check only ONE and only if you work part time.)
 I work part time because I choose not to work full time OR
 I work part time because I cannot find a full time position.

3. Reason for unemployment
 (Please check only ONE and only if you are unemployed.)
 I choose not to work OR
 I cannot find a position but am actively seeking a job OR
 I am unemployed due to medical reasons.

4. If currently employed, please complete the following:
 Annual Salary: Under \$20,000 \$20,001-25,000 \$25,001-30,000 \$30,001-35,000
 \$35,001-40,000 \$40,001-45,000 \$45,001-55,000 \$55,001-65,000
 \$65,001-75,000 \$75,001 or more

Employer _____
 Job Title _____ Field/Industry _____
 City _____ State _____ Zip _____
 Start Date _____ Work Phone _____
 Current Pay Rate: \$ _____ Hourly Annual Salary
 Please list employment setting (e.g. community mental health center, medical center, education, etc.) _____
 Please list employment activity (e.g. administration, research, assessment) _____

I actively searched to find my post-graduation employment for:
 (Please check only one.)
 Less than 3 months 3-6 months 6 months or more

I obtained my job through the following resources:
 (Please check all that apply.)
 Career Services Job Leads Newspaper
 Cold Call/Walk In/Direct Application Prior Experience w/Employer
 Internet Trade Associations/Affiliations
 Job/Career Fair, Portfolio Review Other _____
 Networking

5. I participated in an internship or practicum before graduating.YES NO
 I was offered a job at the organization where I served my internship/practicum.
 I accepted a job at the organization where I served my internship/practicum.

6. I have been accepted to a Bachelor's or a graduate/professional program.N/A YES NO
 I will be seeking the following degree: _____
 I will be attending the following school: _____

7. I am licensed or certified in my field.N/A YES NO
 If so, which license or certification? _____
 In which state(s)? _____ License or exam score: _____

If you graduated with a PSY.D., please complete the following questions regarding information requested from APA:

- Please provide information about your first professional position following graduation:
 Job Title _____
 Please list employment setting (e.g. community mental health center, medical center, education etc.) _____
 Please list employment activity (e.g. administration, research, assessment) _____
- Please list any professional achievements (e.g. licensure, fellow status, awards, publications):

- I am a member of a professional or research society.YES NO
- I have been the author or co-author of papers at professional meetings and/or articles published in professional or scientific journals.YES NO
- I am involved in grant supported research.YES NO
- I am involved in teaching.YES NO

CAREER SERVICES

Please write in your rating of each the Career Services resources that you used: (On a scale of 1-4, 1=Very Poor, 2=Poor, 3=Good, 4=Excellent, N/A=Not used)

____ Career counseling exploration	____ Salary negotiation	____ Career services resources (handouts, information, etc.)	____ Career Assessments
____ Resume/cover letter assistance	____ Networking strategies	____ Learning about available career options	____ Internship/practicum application preparation
____ Job search strategies	____ Job fairs/on-campus recruiting	____ Connecting with professionals in the field	____ Undergraduate internship search strategies
____ Interviewing strategies	____ Online job database	____ Volunteer position search strategies	____ Other _____

CAREER SEARCH

- Completion of my program has helped me in the following ways: (Please check all that apply.)
 Advancement with current employer Increased marketability Increased job satisfaction Advancement with new employer Career change to a new industry/field
- As an alumnus, I would be interested in utilizing the following career services resources: (Please check all that apply.)
 Career Counseling Online Job Database Resume/Cover Letter/Curriculum Vitae Writing Assistance Salary Negotiation Assistance
 Job Search Advising Interviewing Assistance Networking/Informational Interviewing Contacts Other _____

Thank you for your cooperation in completing this graduate survey. Best wishes in your future endeavors!

7/11/07