

# PETITION FOR EARLY CERTIFICATION OF DEGREE AWARDED

Graduation is not posted until certification is received from the student's major department and appropriate dean's office indicating that all departmental and college requirements are met. The Registrar then verifies completion of University requirements. This process is normally completed within ten days after the conclusion of the final examination period.

If written certification that graduation requirements are complete is required before the degree is formally posted, documentation of the need for early certification and completion of this form is required.

**Student Name:** \_\_\_\_\_

**UWF I.D. Number:** \_\_\_\_\_

**Daytime Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Degree to be earned:** \_\_\_\_\_  
(BS, BA, BSN, MS, MBA, EdD, etc.)

**Major:** \_\_\_\_\_

**Documentation and Justification for Request:** In addition to providing a rationale, attach a copy of a written job offer, statement from academic institution requiring degree earned, school board letter of pending raise, statement from appropriate military authority, etc.

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**If the certification is to mailed please list address:**

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**OR** check box for  
**"Pick-Up"**

**Departmental Certification:** I certify that this student has met all departmental requirements for the degree indicated and that the Yes/No list has been/will be marked accordingly. A "bannered" SASS audit is attached for undergraduate degrees.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

**College Certification:** I certify that this student has met all college requirements for the degree indicated and that the Yes/No list has been/will be marked accordingly.

\_\_\_\_\_  
Signature of College Dean

\_\_\_\_\_  
Date

<b>Registrar Use Only</b>	
University Requirements met (circle one):	Yes    No
Date Letter Prepared:	_____
Signature Date:	_____