



Registrar's Office
 800 Chestnut Street
 San Francisco, CA 94133
 P: 415.749.4535
 F: 415.749.4579
 registrar@s fai.edu

PETITION TO GRADUATE

Graduation requirements for each student are the requirements in effect at the student's first term of enrollment to the degree or certificate program or the requirements at the time the student declares or changes their major or changes their degree program. If readmitted to the same program following dismissal or withdrawal, graduation requirements are typically based on those in effect at the time of the first term of re-admission.

 PRINT Last First Middle initial Student ID #

I petition to graduate at the end of: Fall Spring Summer Year: _____

Degree or Certificate: MFA/MA MFA MA PB BFA BA

MAJOR, or MAJORS (BFA and Dual-Degree only) **MINOR** (BFA and BA) or **EMPHASIS** (MFA) if applicable

The major, minor, or emphasis listed must have been officially declared before the term of graduation. You can verify your current degree program through the Registrar's Office, your Advisor, or through the Program Evaluation option in [Web Advisor](#).

Name as you wish it to appear on your diploma/certificate: _____
 (The Registrar's Office will contact you at your SFAI student email if we are unable to accept or have questions about the name directly above.)

Safe Diploma Address:
 A safe address is one in which the diploma package of 14 by 17 inches is not bent to fit a mail slot. The package is shipped with a "Do Not Bend" sign. International students should be especially careful that their diploma is delivered to a secure address.

 Name

 Street Apt./Suite

 City State/ Providence

 Zip Code Country

 Diploma Phone Diploma Email

Student's Address After Graduation:

Effective date: _____
 (The effective date is the date the address is in effect.)

 Name

 Street Apt./Suite

 City State/ Providence

 Zip Code Country

 Phone Email

Diplomas and certificates are sent by 1st class mail by the United States Postal Service with a tracking number. The current tracking service does not work for some countries. See the list on the back of this page for countries where tracking works. International Students may choose to pay \$150 for tracking with another carrier. You may opt for this option by checking the Non-USPS option at the signature line below. Checking this option means that we will ask the Cashier's Office to bill you \$150 when we receive the form. The Registrar's Office is not liable for diplomas not received after mailing.

- "I expect to complete all of my program requirements by the term I have indicated above; if completion is not possible, I will notify the Registrar's Office in writing."
- "I request that my record be reviewed and eligibility for graduation for the degree or certificate be determined by the Registrar's Office."
- "I understand that no diploma, academic transcripts, or certificates will be available if there are outstanding incomplete grades or administrative holds on my record."
- "My signature signifies understanding and acceptance of the information provided on this form."

 Student's signature Date

 Registrar's Office Use Only

Received: Non-USPS mailing option Diploma ordered on:
 Tracking Link (if applicable): _____

DEADLINES

Submit your petition to the [Registrar's Office](#) during the semester before your term of graduation. This allows the Registrar's Office to evaluate your program requirements and communicate with you about your progress into your final semester.

PETITIONING FOR GRADUATION

Students expecting to graduate with a degree or certificate are required to file for graduation with a Petition To Graduate Form in the Registrar's Office according to the following schedule: (1) for fall, by the time of Priority Registration in the previous spring semester; and (2) for spring and summer, by the time of Priority Registration for the previous fall semester. If a student chooses to postpone graduation after filing, the Registrar's Office should be notified.

CONFERMENT

Undergraduate degrees are conferred at the end of each term in an academic year. Graduate degrees are conferred only at the end of the spring semester. An optional minor (for undergraduate students) or an optional emphasis (for graduate students) will only be conferred if the student has declared the emphasis/minor with the Registrar's Office prior to the conferring of the student's degree. It is the student's responsibility to ensure that their Declaration of Minor or Emphasis is on file with the Registrar's Office. Students who have been advanced to candidacy or have already completed the degree or certificate requirements by the end of summer or fall term are invited to participate in the commencement ceremony held at the end of the following spring semester. Please allow up to a month after the end of your graduation term for your degree to be posted on your transcript, and for your diploma to be consequently mailed.

DIPLOMAS AND CERTIFICATES

Diplomas and certificates are not given out at commencement. Diplomas and certificates are available approximately three to four months after the last semester of the student's program, if the degree has been awarded. Diplomas and certificates are sent to the address provided by the student for this purpose when filing for graduation. Diplomas may be picked up at the Registrar's Office by prior arrangement. Proof of degree conferral in U.S. colleges and universities is an official transcript with the degree or certificate posted on the transcript. Diploma mailing (as well as official transcripts) will be delayed if students have any holds placed on their records by other offices. Students are notified of a hold prior to each registration and at the time a transcript, diploma, or certificate is requested or ready to be released. Additional diplomas or certificates may be obtained at a cost of \$45.00 from the Registrar's Office. The Registrar's Office will retain diplomas for three years only.

PARTICIPATING IN COMMENCEMENT

Commencement is a rite of passage celebrating completion of an academic program. Students are eligible to participate if they have already completed all program requirements in the fall or will complete degree requirements by the end of the spring semester of the academic year and have resolved all incomplete grades from courses. Students enrolled in their final courses during the spring semester will have their final eligibility to participate determined at mid-term evaluations based on work to that date. Students who have registered for summer courses immediately following commencement in order to fulfill remaining program requirements may be approved to participate by the Registrar's Office.

There is only one commencement ceremony each academic year that is held at the end of the Spring semester. Please contact the Student Affairs Office at 415.749.4525 and studentaffairs@sfa.edu if you have questions about the event.

COUNTRIES WHERE INTERNATIONAL TRACKING WORKS FOR OUR DEFAULT MAILING SERVICE

Australia, Austria, Belgium, Brazil, Canada, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Gibraltar, Great Britain and Northern Ireland, Greece, Hungary, Iceland, Israel, Italy, Japan, Latvia, Lebanon, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Russia, Saudi Arabia, Serbia, Republic of Singapore, Slovak Republic (Slovakia) Slovenia, Spain, Switzerland, Turkey. If the country of your diploma address is not listed, it means that tracking stops at the last facility in the United States. The package is still delivered, but there is no confirmation of delivery to the address.