



College of the Muscogee Nation
Request to Graduate

Fall Spring Summer _____
(Circle one) Year

*Name: _____ ID#: _____ Date: _____

**Print your legal name exactly as you would like it to appear on your diploma, including initials. No titles or nick-names.*

Phone #: _____ Current Mailing Address: _____

Please inform CMN of any address change. Cannot use OSUIT on-campus address as post-graduation address, MUST have different address & phone number for after graduation mailing of diploma and/or honors information!

Email: _____

Post-Graduation Address: _____ Phone#: _____

If you are unable to attend graduation, this address is where your diploma will be mailed.

Cell#: _____

Effective Date: _____

Regalia Order Info If you plan to walk/participate in the graduation exercises, please provide the following information for us to determine your cap and gown size.

Height: _____ Weight: _____ Cap Size: Standard (6 3/8 to 7 5/8)
 XL (7 3/4 to 8) OR _____ inches

****If wish to participate in OSUIT's graduation ceremony, you must also contact OSUIT's Registration Office.****

General Graduation Information

1. After receiving written confirmation of a **DEGREE CHECK** verification indicating degree requirements pending, required, or successfully completed; you may submit a Request to Graduate.
2. In order to graduate, all coursework must be completed and graded.
3. It is the student's responsibility to inform the College of the Muscogee Nation of current or change in current mailing address information. Any diploma mailed to a student and returned to CMN will be held until new address correction information is received.
4. We strongly encourage graduating students living within a reasonable distance attend the graduation ceremony.
5. Commencement regalia will be issued free of charge, one time and one time only. CMN will not replace regalia if lost or stolen and will not provide regalia for a second ceremony if the student does not complete graduation requirements.
6. All participating graduates may pick-up commencement regalia prior to the ceremony. Regalia may be picked up in the Registration Office. Please watch for graduation information mailed via the Academic Dean or Registration Office for important details regarding commencement exercises (i.e. date, time, etc.).
7. Graduating seniors at CMN who have state or federal student loans to repay are required to attend an exit interview with OSUIT Financial Aid prior to receiving a diploma. Please contact OSUIT Financial Aid to schedule this interview.
8. **Diploma and/or transcript holds:** Your diploma and/or transcript will not be released until all of your financial and academic obligations have been met. All accounts must be paid in full and Exit Interviews completed.
9. Failure to submit this form in a timely manner may prohibit your participation in CMN's graduation ceremonies.

Please Note: We will send graduation correspondence and your diploma to the post-graduation address listed above.

***My signature indicates I have read and understand the General Graduation Information and graduation requirements of the College of the Muscogee Nation.**

Signature: * _____

Date: _____