APPLYING FOR DEGREE COMPLETION
**EFFECTIVE FOR THE 2012-2013 ACADEMIC YEAR**

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE PROCEEDING

- The $160 application fee must be paid by ALL students. You must complete this form and pay the application fee, regardless of whether you intend to participate in the October commencement ceremony. Please see the academic calendar for due dates. Applications received after the deadline are subject to a $50.00 late fee.

- The Office of the Registrar will perform a comprehensive audit of your academic records once this application, all relevant fees, and all grades are received. This process may take up to 30 days from the date your last grade was posted.

- Financial Aid recipients must complete an exit interview and debt management seminar. Both items need to be completed in order for you to receive your diploma. Please contact Financial Aid at financialaid@adler.edu to schedule an appointment.

- Student accounts must be paid in full at the time of program completion. Any outstanding balance will prevent the release of diploma(s) and transcripts. Contact the Student Accounts Office at studentaccounts@adler.edu for information about your student account or for payment options.

- If you apply for degree completion and pay the fee but do not qualify at this time, you must reapply. Your application fee will rollover, but you must submit a new application and check the appropriate box in the “Payment Information” section. If there is an increase in the application fee, you are required to pay the difference.

- You must pay the application fee for EACH degree earned at Adler (i.e., if you earn a M.A. degree while working on your Psy.D, you must complete an application and pay the application fee for the M.A. When you complete the Psy.D, you must complete another application and pay a separate application fee – at the then prevailing rate). Psy.D students earning an MA along the way must petition the term before they are expected to complete degree requirements. Please see the academic calendar for due dates.

- Certificates completed in the same quarter as a M.A. or Psy.D WILL NOT be billed a separate fee. Certificates completed in a different quarter from a M.A. or Psy.D, or completed on their own, DO require a separate application and full application fee.

- Degrees and certificates are posted to your academic record after all grades are posted and degree requirements are confirmed. Students will see two dates on their transcript: completion date and conferred date.
  - MA and Certificate students: your completion date is the date your last grade was received. The conferred date is the last day of the term in which you completed degree requirements.
  - PsyD students: those who have completed all degree requirements with the exception of dissertation and/or internship, your completion date is the date you either complete your internship requirements or the date in which you submit your final dissertation to the PsyD department for publication – whichever date is latest. Your completion date is typically the date in which you can begin accruing post-doc hours. The conferred date is the last day of the term in which you complete degree requirements. If you complete your internship or submit your dissertation after the term ends, your completion date will still indicate the later of the dates (date you completed your internship or submitted your final dissertation), but your conferred date will indicate the last day of the subsequent term. Please remember, if you wish to participate in the annual commencement ceremony, all degree requirements must be complete no later than August 31st of the year in which you would like to attend the commencement ceremony.

- Please allow 12 weeks from the end of your last term in attendance for the receipt of your diploma. All diplomas will be mailed to the address we have on file. If you change your address after submitting this application, you must notify the Registrar’s Office in writing and indicate if your diploma should be mailed to your new address.

- Students who wish to participate in the October commencement ceremony must complete all degree requirements no later than the last day of the summer semester. If you do not meet degree
requirements and/or enroll in degree requirements for the Fall term, you are not eligible to participate in the commencement ceremony and all tickets and regalia must be returned. PsyD students must complete internship and dissertation requirements no later than August 31st. This includes submission of your final dissertation to the PsyD department.

- The dissertation chair and title indicated on the application, is what will be printed in the commencement program. **If you change the title of your dissertation or dissertation chair after this application is submitted, please e-mail the Office of the Registrar at registrar@adler.edu with the changes. It is the student’s responsible to ensure this information is accurate.**

- By submitting this application, you permit the Adler School of Professional Psychology to print your name in the commencement program and to release your directory information to the Adler School Alumni Association.

- Your attendance at the commencement ceremony does not mean that you have met all degree requirements.

- **Your signature indicates you have read and accept the information listed on this application. All pages of this petition, except this cover page, must be submitted. Please retain this cover page for your records.**
APPLICATION FOR DEGREE COMPLETION
**EFFECTIVE FOR THE 2012-2013 ACADEMIC YEAR**

STUDENT INFORMATION:

Last Name: _______________________________  First Name: _______________________________

Term and year in which ALL degree requirements will be completed:

Spring ___________  Summer ___________  Fall ___________

DEGREE INFORMATION – please specify the degree, concentration, or certificate for which you are applying:

Degrees:
- Psy.D – Clinical Psychology
- Psy.D – Clinical Psychology: Child and Adolescent Track
- Psy.D – Clinical Psychology: Military Psychology Track
- M.A. – Counseling & Organizational Psychology
- M.A. – Counseling Psychology
- M.A. – Counseling Psychology: Art Therapy
- M.A. – Counseling Psychology: Specialization in Forensic Psychology
- M.A. – Counseling Psychology: Specialization in Rehabilitation Counseling
- M.A. – Counseling Psychology: Specialization in Sport and Health Psychology
- M.A. – Criminology
- M.A. – Gerontological Counseling
- M.A. – Industrial and Organizational Psychology
- M.A. – Marriage & Family Counseling
- M.A. – Police Psychology

Certificates:
- Advanced Adlerian Psychotherapy
- Group Psychotherapy
- Clinical Hypnosis
- Marriage & Family Therapy
- Clinical Neuropsychology
- Substance Abuse Counseling

Concentrations:
- Clinical Hypnosis
- Group Psychotherapy
- Substance Abuse Counseling
- Clinical Neuropsychology
- Marriage and Family Therapy
- Cognitive-Behavioral Therapy

Doctoral Concentrations:
- Advanced Adlerian Psychotherapy
- Clinical Neuropsychology
- Primary Care Psychology
- Art Therapy
- Marriage and Family Therapy
- Substance Abuse Counseling
- Child and Adolescent Psychology
- Organizational Development
- Traumatic Stress Psychology

DIPLOMA INFORMATION:

Name as you would like it to appear on your diploma (please print):
______________________________________________________________________________

PAYMENT INFORMATION:

APPLICATION FEE (PER DEGREE): $160 – REQUIRED OF ALL STUDENTS (ADD $50.00 LATE FEE IF SUBMITTING AFTER DEADLINE)

- Check / money order enclosed
- Fee paid previously; please apply to current application
- Charge the application fee (please utilize the attached credit card authorization form) – VISA not accepted.
**COMMENCEMENT INFORMATION:**

Only students who attend the commencement ceremony will receive their regalia.

Do you plan to attend the commencement ceremony?

☐ Yes ☐ No

If no, and you are PsyD, please proceed to the PsyD Students Only section below.

If no, and you are MA or Certificate, please proceed to signature line below.

How many guests will be in your party? _____________________ [5 tickets maximum]

Will YOU require any accommodations (e.g., stage ramp for wheelchair, ASL interpreter, etc.)? ☐ Yes ☐ No

If yes, please indicate what type of accommodations_________________________________________________

**REGALIA:**

"Please understand that regalia cannot be ordered without this information. If information is missing, your application and fee will be returned."

To ensure proper gown fit, please provide us with this information: Height: _______ Weight: _______ lbs

Cap/Hat size for MA & Certificate Graduates: (circle one): Small Medium Large X-Large

Cap/Hat size for PsyD Graduates: (please use a tape measure to obtain accurate measurements):________

**PSYD STUDENTS ONLY:**

Complete dissertation title (this title will be printed in the commencement program – please print legibly):

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Dissertation Chairperson: ________________________________________________________________

*IF YOU CHANGE YOUR DISSERTATION TITLE OR CHAIR, PLEASE NOTIFY THE OFFICE OF THE REGISTRAR AT REGISTRAR@ADLER.EDU BEFORE AUGUST 15TH.*

Student’s Signature: _________________________________ Date Submitted: ________________

Your signature indicates you have read and accept the information listed on this application.

***Incomplete applications will be returned***

Submit application and fee to the Office of the Registrar:

In person: 15th Floor – Chicago Campus Fax: (312) 277-0918 E-mail: registrar@adler.edu

Mail: Adler School of Professional Psychology Office of the Registrar

17 North Dearborn Street, Chicago, IL 60602-4310

Office of the Registrar Use Only:

☐ Date received & Initials______________________ ☐ SGRD Date & Initials______________________
Non-Tuition
Credit Card Payment Authorization

Date: ______________________ ID #: ______________________

Name: ____________________________________________

Day Phone #:__________________________ Evening Phone #:____________________

I hereby provide/authorize payment in the amount of: $______________ . _____

☐ Master Card  ☐ Amex  ☐ Discover

VISA IS NOT ACCEPTED

Card # ___ ___ ___ ___ ___ ___ ___ ___ ___

Security Code _____ _____

Exp. Date: _______ / _______  (month)  (year)

Card Billing Street Address and Zip

(Example: 12345 Any Street, 60601 – This is the address associated with the card, not the student)

Signature: ____________________________________________

Cardholder name: ______________________________________

(Please print name exactly as it appears on card)

*Please ensure that this form is completed in full. Missing/incorrect information may result in processing delays. Payment is considered “received” only once a fully completed form has been processed. This payment form is NOT FOR TUITION PAYMENTS. Tuition payments received by this form will not be accepted and student accounts will be considered late.

Please check one:

☐ PsyD Deposit Start Term: ________________  ☐ Transfer Credit Fee
☐ MA Deposit Start Term: ________________  ☐ Application Fee
☐ Other: ____________________________________  ☐ Transcript Fee

Received by (staff/work study name): __________________________