



School of Graduate Studies

Diploma & Thesis Release Form

Please Print

First Name: _____ Last Name: _____ Student ID: A00_____

You **MUST** enter in a current address.

Address: _____

Telephone: () _____ Alternate Email: _____

Department/Track: _____ Scholars Track: _____ Thesis Mentor: _____
(PhD Students) (Master Students)

.....
Please check box if you completed a Thesis and/or Concentration Certificate:

Diploma Thesis/Dissertation Concentration _____
Indicate Concentration

.....
If item(s) are not being picked up by the student, please provide authorized person's name below:

Name of Authorized Person: _____ Signature of Authorized Person: _____
(Must sign in person with proof of identity)

Diplomas & Thesis can be picked up at the office or mailed via UPS 2nd day air for a fee of \$20.00 [Payment Link](#)

The Graduate School is not responsible for lost, stolen or damaged diplomas. Diplomas that are lost or damaged may be re-ordered at a cost of \$50.

I _____ have read the statement regarding lost, stolen or damaged diplomas.

Signature: _____ Date: _____

Note: Students must complete all financial obligations, return Library Materials; complete Exit Surveys, Survey of Earned Doctorate (Ph.D. only) interviews with SGS Associate Dean and, if applicable, Financial Aid Interview before diplomas will be released.

Internal Use Only:
Documents Submitted to SGS office: SGS Exit Survey Survey of Earned Doctorates (PhD only) Interview
 Financial Aid Exit Interview Miscellaneous Holds