



College of the Muscogee Nation

Fall Spring Summer _____
(Circle one) Year

Request to Graduate

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: _____

Email: _____

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

Post-Graduation Address: _____ Phone #: _____

_____ Cell #: _____

_____ Effective Date: _____

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 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. **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.
8. 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: _____

****CMN currently only hosts a graduation ceremony in the spring. If you are graduating the fall before or the summer after, we highly encourage you to participate in this ceremony. It is **not** required to receive your diploma. If you plan to walk at the graduation ceremony please fill out the reverse side of this form****

Graduation Ceremony Information

Regalia Order Info 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

Tribal affiliation: _____

Clan: _____

Tribal town or Hometown: _____

Are you a Veteran? Yes No Branch of Service: _____

Will you or your guests require any special accommodations at the ceremony? Yes No

If yes, please give a description of what accommodations you will need: _____

Please Return Form To:

CMN Registrar's Office

2170 Raven Circle, Okmulgee, OK 74447 Phone (918)549-2847 / Fax (918)759-6941