



Office of the
REGISTRAR

Diploma Cover Presentation

Degree Recipient's Information (Please Print)

Student Name: _____ Student Degree: _____

Student Graduation Term: _____ Ceremony: ☐ Friday ☐ Sat-AM ☐ Sat-PM

Student is what relation to faculty: ☐ Son ☐ Spouse ☐ Parent ☐ Daughter

Presentation Policy

According to university policy 3.3.2 in the Faculty Handbook, members of the Board of Trustees or faculty may present diplomas to children, spouses, and parents at commencement. Anyone wishing to present a diploma must request the opportunity to do so in advance and must wear full academic regalia.

If you have a spouse, child, or parent scheduled for graduation, and desire to make the diploma scroll presentation, please complete the information requested and submit this form to the Office of the Registrar by the announced deadline. You may submit by either mail, hand delivery, or email to registrar@una.edu.

Faculty Information (Please Print & Sign)

Faculty Name: _____ Faculty Department: _____

Faculty Signature: _____ Date: _____

**By signing this form, I certify that the above listed student is either my child, spouse, or parent.*

Official Use Only

Processed By: _____ Date: _____