



Office of the REGISTRAR
University of NORTH ALABAMA

Diploma Cover Presentation Request

Degree Recipient's Information (Please Print)

Student Name: _____ **Student's Degree:** _____

Student Graduation Term: _____ **Ceremony:** AM PM

Student is what relation to faculty: CHILD SPOUSE PARENT

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 cover presentation, please complete the information requested and submit this form to the **Office of the Registrar**, registrar@una.edu within a month prior to commencement.

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: _____