



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

Student Type:  Undergraduate  Graduate

**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](mailto: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: \_\_\_\_\_

