# SCHOOL OF EDUCATION

**Masters Applicants**

**DECEMBER (2131) GRADUATION DEADLINES AND REQUIREMENTS**

***You are responsible for reading the following information regarding graduation. Not following the requirements listed below could jeopardize your graduation.***

**I.** **Application for Graduation**: Any student who plans to complete a degree or certification program in the Fall Term must submit an application for graduation to Lindsay J Luce (5501 Posvar Hall) by **Wednesday, September 12, 2012. With your application, you must also submit an approved Plan of Studies, and Graduation Information Form, both signed by your advisor**.

***Students who applied for graduation in a prior term but did not graduate must reapply for the current term**.
Only the student's legal name may be used on the application.

II. **Registration Requirements**: Students must be registered for a minimum of **one credit** in the term in which they plan to graduate.

III. **Incomplete Grades:** All I and G grades in required courses must be changed by the end of the term in order to qualify for graduation. Students are responsible for contacting their instructor to ask that a change of grade form be submitted to 5500 Posvar Hall.

IV. **Complete the following requirements:**

a. Must have full status (not provisional)
b. Pass Comprehensive Examination (or equivalent requirement)

**V.** **Candidates for the Master of Arts and Master of Science Degrees must also:**

a. Complete an IRB form (if required; consult advisor)
b. Be Admitted to Candidacy
c. Pass oral defense or thesis

VI. **Diplomas and Official Transcripts:** Diplomas and a complimentary copy of your official transcript indicating your degree are expected to be mailed the week of February 1st, 2012 to the address on your application for graduation.