

# SCHOOL OF EDUCATION

## Masters Applicants

### APRIL (2124) 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 Spring Term must submit an application for graduation to Lindsay J Luce (5501 Posvar Hall) by **Thursday, January 19<sup>th</sup>, 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 June 15<sup>th</sup>, 2012 to the address on your application for graduation.