



## Graduate School MASTERS GRADUATION APPLICATION

### Part 1: Student completes and returns to Graduate School

Your name on the diploma will be printed as it exists on your university records. Changes to your name must be made in Mellencamp 274 at least one month prior to graduation. Student will be billed \$40 graduation fee approximately 8th week of semester.

|            |                        |          |
|------------|------------------------|----------|
| FIRST NAME | MIDDLE NAME OR INITIAL | LAST     |
| STREET     |                        |          |
| CITY       | STATE                  | ZIP CODE |

Expected Term of Graduation

Aug. \_\_\_\_\_ year    
  Dec. \_\_\_\_\_ year    
  May \_\_\_\_\_ year

FACULTY ADVISOR \_\_\_\_\_

PROGRAM / DEPARTMENT \_\_\_\_\_

Student ID Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Part 2: Graduate School completes

|   |  |
|---|--|
| Degree credits required _____<br>Total credits earned to date _____<br>(TCE _____ NDC _____ )<br>Current registration _____<br>Credits pending _____<br>Total credits eligible _____<br>GPA _____<br><b>Memo:</b><br><br>_____<br>_____ | <b>Graduation Status Following Preliminary Review by Graduate School:</b><br><input type="checkbox"/> Requirements have been met to date<br><input type="checkbox"/> You are short _____ of the _____ credits required for graduation<br><input type="checkbox"/> Your overall GPA is less than 3.00. A 3.0 is required in order to graduate<br><input type="checkbox"/> You have uncleared grades on record (P, I, UNRPTD). Grades must be submitted to Graduate School by the date of graduation<br><input type="checkbox"/> You have exceeded the allowable time limit for degree completion. You must request an exception to the degree time limit<br><input type="checkbox"/> You are not registered for a minimum of 1 credit<br><br><p style="text-align: center;">         _____<br/>         Reviewed by Masters Specialist <span style="float: right;">Date</span> </p> |
|---|--|

### Part 3: Program / Department completes after Graduate School review

|  |   |
|--|---|
| <input type="checkbox"/> The student IS RECOMMENDED FOR GRADUATION. The student completed the capstone requirement checked below on _____<br><small style="margin-left: 850px;">Date</small><br><input type="checkbox"/> Paper <input type="checkbox"/> Thesis _____<br><small style="margin-left: 100px;">Thesis advisor</small> <small style="margin-left: 100px;">Date</small> <input type="checkbox"/> Oral / Written exam <input type="checkbox"/> Integrative course (list)<br><input type="checkbox"/> Comprehensive project <input type="checkbox"/> Other capstone (explain) _____<br><b>Memo:</b><br><br>_____<br><small style="margin-left: 50px;">Advisor's Approval</small> <small style="margin-left: 250px;">Date</small> <small style="margin-left: 250px;">Graduate Representative signature</small> <small style="margin-left: 50px;">Date</small> | <input type="checkbox"/> The student is NOT RECOMMENDED FOR GRADUATION at this time. State Reasons:<br><br>_____<br><small style="margin-left: 50px;">Advisor's Signature</small> <small style="margin-left: 250px;">Date</small> <small style="margin-left: 250px;">Graduate Representative signature</small> <small style="margin-left: 50px;">Date</small> |
|--|---|

### Part 4: Graduate School final

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Final Approval (date) _____ | <input type="checkbox"/> Thesis Received (date) _____ | <input type="checkbox"/> Delete (date) _____ |
| <b>Memo:</b>   |   |  |