

Graduation Planning Sheet



Master's Degree Programs Only

The official *Graduation Planning Sheet* for Master candidates will be due according to the following deadlines:

Fall graduates:	By the end of September in the graduating term
Spring graduates:	By the end of January in the graduating term
Summer graduates:	By the end of January in the term preceding graduation



PRINT NAME AS YOU PREFER IT TO BE PRINTED ON THE DIPLOMA



FIRST

MIDDLE

LAST

PID # _____ (_____) _____
Preferred Phone # **E-Mail Address**

Diploma Address

Street: _____ City: _____ State: _____ Zip: _____

Mark the planned semester and year for graduation:

Spring 20_____ **Summer 20**_____ **Fall 20**_____

MASTERS DEGREES (circle one): MBA MS M. Ed. MA

Major _____

Emphasis (if applicable) _____

Please list all coursework left to be completed:

[illegible]

This graduation planning sheet must be signed by the student, the student's graduate advisor, and the graduate program director.

Student Signature

Date

Major Advisor

Date

Graduate Program Director

Date

Any changes or substitutions to your degree plan must be filed with the Registrar's Office by your graduate advisor.

Your degree will be conferred once your Graduate Program Director officially notifies the Registrar's Office in writing that all requirements are complete.

Notes:

For Registrar's Office Use Only

Date entered in AIS _____

Entered By _____

Note: Please make a copy and retain for your records.

Commencement exercises take place once a year. The commencement ceremony is held at the end of each spring semester. These students are eligible to participate:

- Those who completed degree requirements in the previous fall semester.
- Those who are scheduled to complete degree requirements in the spring semester.
- Those who will complete degree requirements in the summer session following the commencement ceremony.