GRADUATE SCHOOL AND INTERNATIONAL ADMISSIONS
CHECK LIST FOR GRADUATE DEGREE CANDIDATES
FALL SEMESTER 2015

THE FOLLOWING FORMS MUST BE SUBMITTED BY OCTOBER 2, 2015 TO INITIATE THE CLEARING PROCESS FOR RECEIPT OF YOUR DEGREE.

<table>
<thead>
<tr>
<th>FORM</th>
<th>SUBMIT TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION FOR GRADUATE DEGREE</td>
<td>PROGRAM ADVISOR</td>
</tr>
<tr>
<td>(white 3 1/4&quot; X 7 1/4&quot; form)</td>
<td>(advisor signs, then forwards to the Graduate School)</td>
</tr>
<tr>
<td>CERTIFICATE OF ELIGIBILITY</td>
<td>PROGRAM ADVISOR</td>
</tr>
<tr>
<td>(blue form)</td>
<td>(advisor signs, then forwards to the Graduate School)</td>
</tr>
</tbody>
</table>

APPLICATION FOR GRADUATE DEGREE CARDS
Make sure that the name on this card is just as you wish for the name to be on the diploma and UCM’s permanent records. If this name is different from current UCM records, you must provide proof of the changed name. International students must use the name as it is in their passport. The address on the card is where the diploma will be mailed, during the month of February 2016. This card must be signed by your advisor, who will then forward the card to the Graduate School.

THESIS
Theses (if applicable) are due to the Graduate School the Friday before finals. Please follow the routing process outlined in the Policies and Procedures section of the Central Thesis Manual.

U GRADES AND GPA
All U grades (incomplete grades) must be removed prior to graduation. All graduate students must have an overall UCM graduate GPA of a 3.0 or higher for a graduate degree to be awarded.

GRADUATION FEES
A graduation charge of $50.00 will be placed on accounts when you apply for graduation. Please note the graduation fee is subject to a late fee if not paid by the 15th of the month.

COMMENCEMENT
If you intend to participate in the commencement ceremony you must pick up your regalia (cap, gown, hood, tassel) from the University Store. Commencement information from the Graduate School and International Admissions office will be sent via UCM student email. Please check your UCM student email regularly.

WALK LATE/EARLY
Students who plan to participate in a ceremony, other than the ceremony which coincidences with the degree being awarded, will need to submit an Appeal to Walk Early/Late to the Graduate School. Any forms received after the graduation deadlines for that semester will not be considered. Students walking late are only allowed to request to walk late in the ceremony immediately after the degree was awarded and students requesting to walk early may request to walk in the ceremony prior to meeting the degree requirements. Approved requests will be charged $50 walk early or walk late fee, in addition to the regular graduation fee. Forms received after the deadlines will not be considered.

CAP & GOWN, GRADUATION ANNOUNCEMENTS
University Bookstore, Union 128, 660.543.4370
TEACHER CERTIFICATION
Teacher Certification, Lovinger 2170, 660.543.8441
OFFICIAL TRANSCRIPTS
Office of the Registrar, Ward Edwards 1000 , 660.543.4900
<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now</td>
<td>Contact the Graduate School for a Fall 2015 Graduation Packet</td>
</tr>
<tr>
<td>October 2, 2015</td>
<td>Application for Graduate Degree forms due to the Graduate Program Advisor</td>
</tr>
<tr>
<td>October 9, 2015</td>
<td>Application for Graduate Degree forms due from the Advisor to the Graduate School. <strong>Students’ names will not appear in the Commencement Brochure if Application for Graduate Degree Form is received after October 9th.</strong></td>
</tr>
</tbody>
</table>
| November 2, 2015  | Regalia available at the University Store  
Email with Graduation information will be sent to students who have submitted a Graduation Packet to the Graduate School. |
| December 11, 2015 | **Graduate Commencement 6:00 p.m. in the Multi-Purpose Building**  
Check the website for updated Commencement details.  
*Additional information will be sent to student emails with specific graduation details. |
| January 2016      | Degrees awarded for fall graduates. All requirements and policies must be fulfilled. Contact the Graduate School if you have questions about any policies relating to graduation. |
| February 2016     | Registrar will mail the diploma 6-8 weeks after the close of the Fall semester.  
*Be sure to update your address if you move after graduation. |

**Graduate School and International Admissions**  
www.ucmo.edu/graduate  
Ward Edwards 1800  
Warrensburg, MO 64093  
660.543.4621  
gradinfo@ucmo.edu