GRADUATE SCHOOL
CHECK LIST FOR GRADUATE DEGREE CANDIDATES
SPRING SEMESTER 2015

THE FOLLOWING FORMS MUST BE SUBMITTED BY FEBRUARY 27, 2015 TO INITIATE THE CLEARING PROCESS FOR RECEIPT OF YOUR DEGREE.

FORM SUBMIT TO
☐ APPLICATION FOR GRADUATE DEGREE PROGRAM ADVISOR
   (white 3 1/4" X 7 1/4" form)
   (advisor signs, then forwards to the Graduate Studies office)
☐ CERTIFICATE OF ELIGIBILITY PROGRAM ADVISOR
   (blue form)
   (advisor signs, then forwards to the Graduate Studies office)

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. This card must be signed by your advisor, who will then forward the card to the Graduate Studies office.

THESIS
Theses (if applicable) are due in the Office of Graduate Studies three weeks prior to the last day of courses. 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; this fee is non-refundable. 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 please review the UCM website with information about the ceremony and how to pick up your regalia (cap and gown). See dates on the reverse side of this page for when commencement packets will be available.

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
## GRADUATE SCHOOL
### SPRING 2015 GRADUATION DEADLINES

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
</tr>
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<tbody>
<tr>
<td>Now</td>
<td>Contact the Graduate Studies office for a Spring 2015 Graduation Packet</td>
</tr>
<tr>
<td>February 27, 2015</td>
<td>Application for Graduate Degree forms due to the Graduate Program Advisor</td>
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<tr>
<td>March 6, 2015</td>
<td>Application for Graduate Degree forms due <strong>from</strong> the Advisor <strong>to</strong> the Graduate Studies office. <strong>Students’ names will not appear in the Commencement Brochure if Application for Graduate Degree Form is received after March 6th.</strong></td>
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<tr>
<td>April 6, 2015</td>
<td>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</td>
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<tr>
<td>May 1, 2015</td>
<td>Thesis and Research Paper submission to the Graduate Studies office</td>
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<tr>
<td>May 2015</td>
<td>Check the website for Commencement details.</td>
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| Friday, May 8, 2015 | **College of Health, Science, and Technology Graduate Students**  
  1:00 pm -2:00 pm Name card pick up on the main floor of the Multipurpose Building  
  2:00 pm Students line up on the main floor of the Multipurpose Building  
  2:30 pm College of Health, Science, and Technology Graduate Ceremony  
  4:30 pm College of Health, Science, and Technology Reception located in the Union 240 |
| Saturday, May 9, 2015 | **College of Arts, Humanities, and Social Sciences Undergraduate and Graduate Students**  
  8:00 am – 8:30 am Name card pick up on the main floor of the Multipurpose Building  
  8:30 am Students line up on the main floor of the Multipurpose Building  
  9:00 am Commencement processional begins |
|               | **College of Education Undergraduate and Graduate Students**  
  10:30 – 11:30 pm Name card pick up on the main floor of the Multipurpose Building  
  11:30 am Students line up on the main floor of the Multipurpose Building  
  12:00 pm Commencement processional begins |
|               | **Harmon College of Business and Professional Studies Undergraduate and Graduate Students**  
  1:30 pm – 2:30 pm Name card pick up on the main floor of the Multipurpose Building  
  2:30 pm Students line up on the main floor of the Multipurpose Building  
  3:00 pm Commencement processional begins |
| May 2015      | Degrees awarded for graduates. All requirements/and policies must be fulfilled.                                                            |
| July 2015     | Registrar will mail the diploma 6-8 weeks after the close of the spring semester. *Be sure to update your address if you move after graduation. |

Graduate School and International Admissions - 1800 Ward Edwards - 660.543.4621 - gradinfo@ucmo.edu – ucmo.edu/graduate