GRADUATE STUDIES
CHECK LIST FOR GRADUATE DEGREE CANDIDATES
FALL SEMESTER 2011

THE FOLLOWING FORMS NEED TO BE SUBMITTED BY OCTOBER 7, 2011 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” X 7 1/4” form)</td>
<td>(advisor signs, then forwards to the Graduate Studies office)</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 Studies office)</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. 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
All U grades (incomplete grades) must be removed prior to graduation.

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 commencement packet from the Office of Graduate Studies, Ward Edwards 1800, or commencement packets can be mailed upon request 660.543.4621. See dates on the reverse side of this page for when commencement packets will be available.

CAP & GOWN, GRADUATION ANNOUNCEMENTS
University Bookstore
Union 128
660.543.4370

TEACHER CERTIFICATION
Teacher Certification
Lovingier 2170
660.543.8441

OFFICIAL TRANSCRIPTS
Office of the Registrar
Ward Edwards 1000
660.543.4900
# GRADUATE STUDIES
## FALL 2011 GRADUATION DEADLINES

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
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</thead>
<tbody>
<tr>
<td><strong>Now</strong></td>
<td>Contact the Graduate Studies office for a Fall 2011 Graduation Packet.</td>
</tr>
<tr>
<td><strong>October 7, 2011</strong></td>
<td>Application for Graduate Degree forms due to the Graduate Program Advisor.</td>
</tr>
<tr>
<td><strong>October 14, 2011</strong></td>
<td>Application for Graduate Degree forms due <strong>from</strong> the Advisor to the Graduate Studies office.</td>
</tr>
<tr>
<td><strong>October 31, 2011</strong></td>
<td>Commencement Packets available in the Graduate Studies office for those participating in the Ceremony</td>
</tr>
</tbody>
</table>
| **November 18, 2011** | Thesis submission to the Graduate Studies office  
*Recommended date is November 4*                                                                                          |
| **December 9, 2011** | Check the website for Commencement details.                                                                                         |
| 4:30 p.m. – 6:00 p.m. | Graduate Student Reception  
*Check commencement packet for details*                                                                                   |
| 6:30 p.m. – 7:00 p.m. | Graduate Student Line Up  
*Check commencement packet for details*                                                                                     |
| 7:00 p.m.       | **Graduate Studies Commencement Ceremony**                                                                                           |
| **February 2012** | Registrar will mail the diploma 6-8 weeks after the close of the Fall semester.                                                         |

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**Office of Graduate Studies**  
www.ucmo.edu/graduate  
1800 Ward Edwards  
Warrensburg, MO 64093  
660.543.4621  
church@ucmo.edu