GRADUATE STUDIES
CHECK LIST FOR GRADUATE DEGREE CANDIDATES
SUMMER SEMESTER 2013

THE FOLLOWING FORMS NEED TO BE SUBMITTED BY JUNE 7, 2013 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 (white 3 1/4&quot; X 7 1/4&quot; form)</td>
<td>PROGRAM ADVISOR (advisor signs, then forwards to The Graduate School)</td>
</tr>
<tr>
<td>CERTIFICATE OF ELIGIBILITY (blue form)</td>
<td>PROGRAM ADVISOR (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. 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. After completing the routing process, a bindery number will be issued by the Office of Graduate Studies and must be reported to your advisor.

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 it is charged.

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
Phone: 660.543.4370

TEACHER CERTIFICATION
Teacher Certification
Lovingier 2170
Phone: 660.543.8441

OFFICIAL TRANSCRIPTS
Office of the Registrar
Ward Edwards 1000
Phone: 660.543.4900
# GRADUATE STUDIES
## SUMMER 2013 GRADUATION DEADLINES

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Now</td>
<td>Contact the Graduate Studies office for a Summer 2013 Graduation Packet.</td>
</tr>
<tr>
<td>June 7, 2013</td>
<td>Application for Graduate Degree forms due to the Graduate Program Advisor.</td>
</tr>
<tr>
<td>June 14, 2013</td>
<td>Application for Graduate Degree forms due from the Advisor to the Graduate Studies Office.</td>
</tr>
<tr>
<td>July 26, 2013</td>
<td>Thesis and Research paper submission to the Graduate Studies office.</td>
</tr>
<tr>
<td>August 31, 2013</td>
<td>Last day to clear students for Summer Graduation. All requirements/U grades must be completed prior to this date.</td>
</tr>
<tr>
<td>September 2013</td>
<td>Registrar will mail the diploma 6-8 weeks after the close of the summer semester.</td>
</tr>
<tr>
<td>November 4, 2013</td>
<td>Commencement Packets available in the Office Graduate Studies for those summer graduates who wish to participate in the fall ceremony.</td>
</tr>
<tr>
<td>December 13, 2013</td>
<td>*Graduate Studies Commencement Ceremony</td>
</tr>
</tbody>
</table>

**CONTACT:** Graduate Studies Office  
1800 Ward Edwards  
Warrensburg, MO 64093  
660.543.4621  
gradinfo@ucmo.edu

* Refer to [www.ucmo.edu](http://www.ucmo.edu) for further information regarding Graduate Commencement. The information will be available on the site early in the fall 2013 semester.