SCHOOL OF GRADUATE STUDIES
CHECK LIST FOR GRADUATE DEGREE CANDIDATES
SPRING SEMESTER 2012

THE FOLLOWING FORMS NEED TO BE SUBMITTED BY MARCH 9, 2012 TO INITIATE
THE CLEARING PROCESS FOR RECEIPT OF YOUR DEGREE.

<table>
<thead>
<tr>
<th>FORM</th>
<th>SUBMIT TO</th>
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<tbody>
<tr>
<td>☐ APPLICATION FOR GRADUATE DEGREE</td>
<td>PROGRAM ADVISOR&lt;br&gt;(white 3 1/4” X 7 1/4” form)&lt;br&gt;(advisor signs, then forwards to the Graduate Studies office)</td>
</tr>
<tr>
<td>☐ CERTIFICATE OF ELIGIBILITY</td>
<td>PROGRAM ADVISOR&lt;br&gt;(blue form)&lt;br&gt;(advisor signs, then forwards to the Graduate Studies office)</td>
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</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<br>Union 128<br>660.543.4370

TEACHER CERTIFICATION
Teacher Certification<br>Lovinger 2170<br>660.543.8441

OFFICIAL TRANSCRIPTS
Office of the Registrar<br>Ward Edwards 1000<br>660.543.4900
## SCHOOL OF GRADUATE STUDIES
### SPRING 2012 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 Spring 2012 Graduation Packet.</td>
</tr>
<tr>
<td>March 9, 2012</td>
<td>Application for Graduate Degree forms due to the Graduate Program Advisor.</td>
</tr>
<tr>
<td>March 16, 2012</td>
<td>Application for Graduate Degree forms due <strong>from</strong> the Advisor <strong>to</strong> the Graduate Studies office.</td>
</tr>
<tr>
<td>April 2, 2012</td>
<td>Commencement Packets available in the Graduate Studies office for those participating in the Ceremony.</td>
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</tbody>
</table>
| April 13, 2012 | Thesis submission to the Graduate Studies office  
*Recommended date is April 13, 2012*                                                                                                    |
| May 4, 2012  | 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 School Commencement Ceremony**                                                                                                 |
| May 31, 2012 | Last day to clear students for Spring Graduation. All requirements/U grades must be completed prior to this date.                      |
| June 2012   | Registrar will mail the diploma 6-8 weeks after the close of the Spring semester.                                                         |

**School of Graduate Studies**  
[www.ucmo.edu/graduate](http://www.ucmo.edu/graduate)  
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Warrensburg, MO 64093  
660.543.4621  
church@ucmo.edu