

Graduation Packet for Master's Candidates

IMPORTANT:

You must be a registered student during the bimester in which you graduate.
Submit all items listed below to the Dean of Academic Affairs **no later than** their respective deadlines.

The following items are all due in the Office of the Dean of Academic Affairs by the date listed.

- 1) **Thesis Proposal Approval** (thesis students). Submit this form, signed by all members of your committee, **no later than** the bimester in which you register for thesis credits and before you register with the Registrar.
- 2) **Application for Graduation** (all students). Submit this form with the graduation fee of \$75 **no later than the end of registration for Session 2 of the bimester in which you will graduate**. The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. Upon approval of the Application for Graduation you will be listed as a degree candidate.

Please note that the application and Graduation Fee are valid for one year only. If you find that you will not complete your degree requirements within that year, contact the Dean of Academic Affairs and submit a new *Application for Graduation* for the bimester in which you will complete your degree program.

- 3) **Application to Schedule Comprehensive Examination** (non-thesis students). Submit this form, signed by your Graduate Adviser or Committee Chair, **no later than the end of registration for Session 2 of the bimester in which you will graduate**. The "Comps" are scheduled four to six weeks before the end of the bimester. Check with your Graduate Adviser for the exact dates for your exams and for guidance in preparing for the exams.
- 4) **Approval to Schedule Thesis Defense** (thesis students). Submit this form, signed by all members of your committee, **no later than** 15 days before the proposed date of your defense.
- 5) **Master's Degree Certification** (all students). Submit this form, signed by your Graduate Adviser and Thesis Supervisor (if applicable), **no later than Friday two full weeks before the end of the bimester in which you will graduate**. If you are in the thesis option, you should submit this form with your completed thesis. A loose Title Page and Thesis Approval Sheet (identical to those found in your finished work) should accompany this form.
- 6) **Thesis** (thesis students). You must submit two unbound, approved copies of your thesis. The deadline is **at least six (6) working days before the end of the bimester in which you will graduate**. THIS DATE IS NOT FLEXIBLE. Follow the guidelines in the *Guide for Preparing Theses* in preparing your thesis for submission. Please pay the Thesis Binding Fee and, if applicable, Thesis Copyright Fee.
- 7) **Master's Thesis Photocopy Permission**. Submit this form with the required copies of your thesis.
- 8) **Copyright Disclaimer** (thesis students). Sign and submit this form when they turn in the Required Copies of their thesis.
- 9) **Library Clearance Form** (all students). Submit this form, signed by the Librarian, by the **last class day**.
- 10) **Certificate of Financial Release** (all students). Submit this form, signed by the Business Manager, by the **last class day**.

PLEASE REMEMBER:

Failure to meet specified deadlines may result in postponement of your graduation. We highly recommend that students meet their deadlines as early as possible.



Application for Graduation

Your Name: (full name exactly as it should appear on your Diploma) _____ Date of Application __ __ __

(Please use exact spacing, accent marks, and capitalization.)

Height __ ' __ " Cap size _____

Current Address: _____

Current Phone #: _____

Email: _____

Circle one: Female Male

Permanent Mailing Address: _____

Degree: _____

Concentration _____

Applied Linguistics _____

Language Development _____

Note: The concentration will not appear on your diploma or transcript.

Thesis title: _____

Newspaper Notification:

Do you want notification of your graduation sent to your hometown newspaper? Yes No
(You must notify additional newspapers directly.)

Name & Address of paper: _____

Commencement Announcements: Do not order any announcements
 Order only the 25 announcements included in the graduation fee.
 Order ____ additional announcements. \$2.50 for each set of 2 announcements and 2 envelopes.

Submission Deadline: Submit this form to the Dean of Academic Affairs **no later than the end of registration for Session 2 of the bimester in which you will graduate.** When you submit the form pay the graduation fee of \$75, which is due by the filing deadline. Upon payment of the graduation fee, your expected degree date will be updated and your name entered on the graduation roster. **The *Application for Graduation* form and graduation fee are valid for ONE YEAR ONLY. The fee is non-refundable.**

Note to Fall graduates: There is no Fall Commencement ceremony. You will be honored in a special chapel. Notify the Dean of Academic Affairs if you want to walk in the Spring Commencement ceremony.

METHODS OF PAYMENT:

- In person: After the *Application for Graduation* form has been submitted to the office of the Dean of Academic Affairs, payment may be made to the Business Manager by check or money order made out to GIAL.
- By mail: Include your check or money order, made out to GIAL, with the *Application for Graduation* form and send to the Dean of Academic Affairs.



Master's Thesis Photocopy Permission

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Date



