Graduation Packet for Master’s Candidates: Thesis

**Important:** You must be a registered student during the term in which you graduate. Submit all items listed below no later than their respective deadlines. Failure to meet specified deadlines may result in postponement of your graduation.

- **Application for Graduation [2231].** Submit this form with the Graduation Fee of $80 no later than the end of registration for Session 2 of the term in which you will graduate. The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. If you find that you will not complete your degree requirements within that year, contact the Dean of Academic Affairs.

- **Thesis Proposal [2253].** Submit this form, signed by all members of your committee, *before registration for your first thesis credits.*

- Obtain a copy of the current GIAL Guide for Preparing Theses available via GIAL Online.

- **Approval to Schedule Thesis Defense [2251].** Submit this form, signed by all members of your committee, *no later than 15 days before the proposed date of your defense.* Attach a draft copy of your thesis with this form to be forwarded to the Library for technical checks on works cited.

- **Thesis.** You must submit two unbound, *approved* copies of your thesis with the Thesis Binding Fee ($30 per copy). The deadline is *at least six (6) working days before the end of the term in which you will graduate.* This date is not flexible. Carefully follow the guidelines in the Guide for Preparing Theses before submission of your approved thesis copies to the Dean of Academic Affairs.

- **Library Clearance Form & Certificate of Financial Release [2232].** Submit this form, signed by the Librarian and the Business Manager respectively, by the *last class day.*
Application for Graduation

Expected graduation date: ________________

Your Name:  (full name exactly as it should appear on your Diploma)

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

<table>
<thead>
<tr>
<th>Address where final diploma should be sent:</th>
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Email: ____________________________

Circle one: Female  Male

Cap, hood and gown will be available to borrow for the commencement ceremony. **You may keep the tassel from your cap as a memento.**

Current Phone #: ______________________

Please indicate size for gown:  HEIGHT: ___ feet ___ inches

Degree:  Concentration

- □ Applied Linguistics
- □ Language Development
- □ Language and Culture Studies
- □ World Arts

- o Non-Thesis
- o Thesis

Newspaper Notification:

Do you want notification of your graduation sent to your hometown newspaper?  

- o Yes
- o No

(You must notify additional newspapers directly.)

Name & Address of newspaper: ____________________________

Commencement Invitations:

- o Do not order any invitations.
- o Order only the 20 invitations included in the graduation fee.
- o Order ____ additional invitations.

(You are responsible to pay for the extras.)

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

You will not receive your diploma during the graduation ceremony. Your diploma will be mailed to you, at the address you give to the Registrar, upon verification of completion of all requirements.

**Deadline:** No later than the end of registration for Session 2 of the term in which you plan to graduate. Please make payment of the $80 graduation fee at the G.I.A.L Finance Office. Submit this completed form to the Dean of Academic Affairs office.

**METHODS OF PAYMENT**

Payable to G.I.A.L. **CHECK or MONEY ORDER ONLY. NO CREDIT CARDS ACCEPTED.**

**** The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. ****

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Finance Office Receipt of Payment  Amt Paid: ________ Date: ___________ Initial (Finance) (Registrar)

☑ Dean’s Assistant to notify the following when application is received (President, Deans, Department Head, Library, Finance, and Registrar).
Thesis Proposal

Your thesis proposal is to be approved by all members of your committee before you register for thesis credits. It would be to your benefit to obtain approval early as a guide in your studies and research.

Research involving people as the subject(s) or source(s) of your research may necessitate approval from the Human Subjects Research Committee before research commences. This approval should be at the time of your thesis proposal.

Student last name ___________________ First name ___________________ Middle name/initial __

Majoring in ___________________ with a concentration in ___________________

Tentative thesis title: ____________________________________________

_________________________________________________________________

☐ Check here if you have received the most current copy of the GIAL Guide for Preparing Theses.

We, the undersigned members of the GIAL faculty, approve the above-mentioned Thesis Proposal.

Signature of Committee Chairperson (date) Signature of Committee Member (date)

Signature of Committee Member (date) Signature of Committee Member (date)

Human Subjects Research Committee Approval

The Human Subjects Research Committee has approved the proposed research methodology as presented in the above-mentioned Thesis Proposal.

Human Subjects Research Committee Chairperson (date)

It is the responsibility of the student to ensure that his or her research does not violate the standards of the federal policy on human subjects research. This action by the Human Subjects Research Committee is based solely on information presented to it by the student in the above-mentioned Thesis Proposal and is advisory only, as a service to the student researcher.

Signature of the appropriate Department Head is required for final approval. Return the completed form to the Dean of Academic Affairs office.

Department Head (date)
Approval to Schedule Thesis Defense

You must schedule your thesis defense **no later** than 15 working days before the proposed date of the defense.

<table>
<thead>
<tr>
<th>Student last name</th>
<th>First name</th>
<th>Middle name/initial</th>
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(name of major) (name of concentration)

Thesis title: ____________________________________________________________

We, the members of the above-mentioned student’s committee, approve scheduling a thesis defense.

Signature of Committee Chairperson (date)

Signature of Committee Member (date)

Signature of Committee Member (date)

Signature of Committee Member (date)

Schedule of Thesis Defense

Date (15+ work days after filing this form) ____________________________

Time (2 hours) ____________________________

Location ____________________________

Approved: ____________________________

Dean of Academic Affairs Date

FOR OFFICE USE:

☐ Date, time and location confirmed on GIAL room schedule. _____ Initial _________ Date

☐ Notify Library of defense date and time. _____ Initial _________ Date

☐ Dean’s Assistant to send Chairperson Thesis Defense Report Form (2252) _____ Initial _________ Date

☐ Dean’s Assistant to record date on graduation tracking worksheet. _____ Initial _________ Date

☐ File this completed form with the Registrar. _____ Initial _________ Date

2251 Approval to Schedule Thesis Defense
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GIAL
GRADUATE INSTITUTE OF APPLIED LINGUISTICS

Updated 2/11/2015
Library Clearance

(print or type) Last name
First name
Middle name/initial

GIAL Library card #____________ who is scheduled to graduate in ____________________________,
(month/year)
has no library book(s) or library fines outstanding.

Librarian
Date

Submit this form to the Office of the Dean of Academic Affairs by the last class day of the term in which you
are scheduled to graduate.

NOTE TO LIBRARIAN: Please de-activate the student's library privileges as a GIAL student.

Certificate of Financial Release

☐ This student who is scheduled to graduate in __________________________ has no unpaid tuition and/or fees.
(month/year)

Business Manager Signature
Date

Thesis Writer's Clearance Release

☐ Does not apply I did not write a thesis.

☐ All thesis binding fees paid. ___________________________________________
(Business Manager Signature) (Date)

☐ Yes, please submit my electronic thesis for posting on the GIAL website.
☐ I have submitted an electronic PDF to my thesis chair.

(Student Signature) (Date)

☐ No, please do not submit my electronic thesis for posting on the GIAL website.

(Student Signature) (Date)

Submit this form to the Office of the Dean of Academic Affairs
by the last class day of the term in which you are scheduled to graduate.

For office use only (initial when complete): Dean's office has received form
☐ _____Scanned, Sent e-copy of form to thesis chair for authorization to send thesis to IT for posting
☐ _____Sent e-copy of form to registrar for filing in student's file

2232 Library Clearance/Financial Release
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Updated 2/11/2015