Notification: Degree program audit begins the week after the application deadline. Notification of the audit will be sent by email to the student and the outcome is noted in DegreeWorks.

Fees: A $20.00 audit fee is charged to the student’s account each term an application is submitted. A one-time $40.00 fee is charged to the student’s account the first time they apply to graduate. The commencement fee is for degree-seeking students only (certificate students are not charged $40).

Diplomas: Diplomas are issued under the name listed on the student’s permanent record. Verify name and diploma mailing address in My Info. Diploma mailing dates vary each term; contact the Office of the Registrar for details. Students receiving a certificate do not receive a diploma.

Name: ___________________________________________ (Last)       (First)

Student ID#: _______________________ E-Mail: _________________________________________________________

Choose one the following:

☐ Full term candidate: ☐ Fall ☐ Spring ☐ Summer Year: _____________

☐ One-credit Extension candidate deadline date: __________________________ (First day of the next term)

Note: One-credit extension candidates will need to register for One (1) credit in ___________________ (upcoming term)

Degree/Certificate Title: _______________________________________________________________________________

in the department of: _________________________________________________________________________________

Degree or Certificate sought:

☐ Certificate (CERT) ☐ Master (M) ☐ Master of Science (MS)*

☐ Doctor of Philosophy (PhD) ☐ Master of Art (MA)

☐ Doctor of Nursing Practice (DNP) ☐ Master of Education (MEd)

☐ Doctor of Education (EdD) ☐ Master of Engineering (MEng)

☐ Education Specialist (EdS) ☐ Master of Fine Art (MFA)

☐ Master of Nursing (MN)

☐ En route (Doctoral student earning a Master’s degree while enrolled in a doctoral program)

*Doctoral students stopping out with a Master’s degree must submit a Change in Graduate Status form.

☐ Check if Continuing to another certificate, Master’s or Doctoral program; Must submit a Change in Graduate Status form if continuing from Master’s to Doctoral.

☐ Check if a request to Include/Exclude graded coursework will be made.

I hereby petition The Graduate School for conferral of the degree(s) indicated above.

Student Signature _______________________________ Date _______________________________

Chair or Program Leader Signature _______________________________ Date _______________________________

Received and logged in to Banner by The Graduate School _______________________________ Date _______________________________