

University of Wisconsin-Whitewater
School of Graduate Studies

Application for Graduation

Directions: Please complete this form. This application must be returned to the School of Graduate Studies no later than the first week of the summer session or no later than the second week of the semester in which you plan to graduate.

Name: _____ **ID #** _____
(As you wish it printed on your diploma--First name first)

Permanent Mailing Address (Where you wish your diploma to be sent):

_____ **Phone:** (____) _____ - _____
Number and Street City, State, Zip

Local Address: _____
Number and Street City, State, Zip

Phone: (____) _____ - _____ **Email address:** _____

Place of Employment: _____ **Business Phone:** (____) _____ - _____

Intended Date of Degree: ___ May ___ August ___ December

Commencement Participation ___ May ___ December ___ None

(If there are any special disability needs that we should be made aware of, please notify us at least one month before the ceremony)

Degree Sought: _____ Master of Business Administration
_____ Master of Professional Accountancy
_____ Master of Science
_____ Master of Science in Education
_____ Education Specialist

Major and/or Emphasis _____

Degree Program Plan: (check one)

Comprehensive Examination (MPA Students Choose this Option) _____

Applied Research Project/Integrative Project _____

Course Work Option (MBA Students Choose this Option) _____

Thesis _____

Chairperson of Committee: _____

Other Members: _____

Courses to be taken in final graduation term, if applicable:

<u>Course Number</u>	<u>Title</u>	<u>Credits</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please Mail or Fax to: UW-Whitewater Graduate Studies Office, 2015 Roseman Hall, Whitewater, WI 53190
Fax: (262) 472-5027**

**INFORMATION CONCERNING COMPLETION
OF THE MASTER'S DEGREE**

1. Before the beginning of the term in which the degree is expected, graduate students should have a conference with their adviser to be certain that all course requirements are being met.
2. Applications for graduation and a diploma must be completed and submitted to the School of Graduate Studies no later than the first week of the summer session or no later than the second week of the semester in which the student plans to graduate. LATE SUBMISSIONS OF THESE FORMS WILL RESULT IN THE STUDENT NOT BEING ABLE TO GRADUATE UNTIL THE NEXT TERM.
3. At the discretion of the individual degree programs, the following options may be made available to graduate students:

Comprehensive Examination Option: A minimum of 30 credit hours of course work, including a comprehensive examination.

Applied Research Project Option: A minimum of 30 credit hours of course work, including completion of an applied research project for one-to-six credits.

Course Work Option: A minimum of 36 credit hours of course work.

Thesis Option: A minimum of 30 credit hours of course work, including a thesis taken for one-to-six credits.

Degree programs may set additional requirements for any of these plans. Students should check with their degree program coordinator for the options available and for the requirements within each option.

4. A Graduate Outcomes and Satisfaction Exit Survey will be sent to you shortly after the submission of your Application for Graduation and Diploma. **This survey is a requirement for all graduates.** Your diploma will not be issued until the Graduate Studies Office receives the required survey.
5. A graduation fee of \$37.00* will be charged to all graduates, whether or not they participate in the May or December Commencement Exercises. This fee will be billed to your student account (Please do NOT send a check with your application).
*Fee subject to change without notice.
6. Attendance at the commencement ceremony is voluntary. Students will be mailed specific details after the submission of the application fee for graduation.
7. There is no Summer Commencement program. However, August graduates wishing to participate in the December Commencement program must return the cap and gown order form, which will be sent in October to all August and December graduates. A graduation fee of \$35.00 is charged to all August graduates regardless of whether or not they participate in the May or December Commencement exercises. Please specify on the application which commencement ceremony you wish to participate in.
8. In the event that you are uncertain as to any of the requirements or procedures, please contact the School of Graduate Studies, Baseman Building, Room 2045, Phone (920) 470-1000 and 920-222-