

DEPARTMENT OF PSYCHOLOGY  
MASTER'S PROGRAM GRADUATION APPLICATION PROCEDURES

This form must be completed and *all attachments included* before it is submitted to the Psychology Department Chair. It is your responsibility to have all of the needed information for the PDC so that he/she may review your graduation eligibility. When the PDC has reviewed all of the paperwork, your application for graduation will be initialed and forwarded to the Registrar for processing. The Registrar will *not* accept any application cards without the PDC's initials. **This form should be completed and reviewed with the PDC when you are registering for classes for your final semester.** Thus, you should meet with the PDC and review your graduation eligibility the semester *prior* to graduation. **Paperwork submitted late may result in 1) not being listed in the graduation program, and 2) delay in graduation date.**

Check off each item as it is completed. Submit this form for your advisor's signature **ONLY** after all items have been checked off and all materials are attached.

Student \_\_\_\_\_

Graduation Term and year \_\_\_\_\_

Chair \_\_\_\_\_

Done

\_\_\_\_ 1. Attach completed course sequence schedule (Appendix B in the MA Handbook). For courses in which you are currently enrolled, write in "In progress" in the Grade column. All grades must be verified by your advisor and initialed.

\_\_\_\_ 2. Attach a copy of your *most recent* MA Review of Student Progress (also in Appendix B in the MA program handbook).

\_\_\_\_ 3. Provide the Practicum Coordinator with your list of cumulative practicum hours and your most recent Professional Practice Seminar grade sheet. Have the Practicum Coordinator initial here \_\_\_\_\_ if you are making satisfactory progress toward the 225-hour practicum requirement. Indicate the total number of practicum hours you have accumulated thus far \_\_\_\_\_.

\_\_\_\_ 4. Obtain an application for graduation from the Psychology Office. Complete the form EXCEPT for "Degree" and have your advisor initial the form in the top right hand corner.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have reviewed the above student's materials. I have confirmed that he/she has a final cumulative GPA of at least 3.0 and that all courses for which grades are below 2.7 (B-) have been retaken (Grades below 2.7 are not accepted for graduate credit and do NOT count toward graduation). I agree that he/she is eligible to apply for graduation during the semester of \_\_\_\_\_.

\_\_\_\_\_  
Psychology Department Chair's Signature

\_\_\_\_\_  
Date

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Date form received: \_\_\_\_\_

Date application sent to Registrar: \_\_\_\_\_