



Graduation Checklist for MA Candidates Taking Comps

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 \$100 *no later than the first day of Session 2 of the term 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. 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 term in which you will complete your degree program.
- **Application to Schedule Comprehensive Examination [2261].** Submit this form, signed by your Graduate Adviser, *no later than the first day of Session 2 for the term in which you plan to graduate*. You must be enrolled for at least three credits during the term in which the Comprehensive Exam is being taken. The “Comps” are scheduled two to five weeks before the end of the term. Check with your Graduate Adviser for the exact dates for your exams and for guidance in preparing for the exams.
- **Graduation Clearance Form [2232].** Submit this form, signed by the Librarian and the Business Manager respectively, by the *last class day*.