



Graduation Packet for Master's Candidates: Non-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 \$100 *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. 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 end of Session 2 registration 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.

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 term of completion: _____

I am a FERPA protected student—photo only.
I am a FERPA protected student—fully restricted.

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

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

<p>Address where final diploma should be sent: _____ _____ _____</p> <p>Current Phone #: _____</p> <p>Email: _____</p>	<p>Cap, gown, (and hood--MA only) will be available to borrow for the commencement ceremony. <i>You may keep the tassel from your cap as a memento.</i></p> <p style="text-align: center;"><input type="checkbox"/> Check here if you want to keep your MA hood.</p> <p>Please indicate size for gown: HEIGHT: ___ feet ___ inches</p>
<p>Degree:</p> <p>BA International Service _____</p> <p>MA Abrahamic Studies _____</p> <p>MA Applied Linguistics _____</p> <p>MA Language and Culture Studies _____</p> <p>MA World Arts _____</p>	<p>Minor/Concentration</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Non-Thesis (MA only) Thesis (MA only)</p>
<p>Do you want notification of your graduation sent to your hometown newspaper? Yes No</p> <p style="text-align: center;">(You must notify additional newspapers directly.)</p>	
<p>Name & Address of newspaper: _____</p> <p style="padding-left: 40px;">I definitely plan to participate in the graduation ceremony.</p> <p style="padding-left: 40px;">I definitely do not plan to participate in the graduation ceremony.</p> <p style="padding-left: 40px;">At this time, I am uncertain if I will participate in the graduation ceremony.</p>	

Commencement Invitations: Do not order any invitations.
Order only the 20 invitations included in the graduation fee.
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 \$100 graduation fee at the Dallas Int'l Finance Office. Submit this completed form to the Dean of Academic Affairs office.

METHODS OF PAYMENT

Payable to Dallas Int'l. CHECK OR MONEY ORDER ONLY. NO CREDIT CARDS ACCEPTED.

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

<p>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).</p>



Application to Schedule Comprehensive Examination

Comprehensive Examinations are scheduled two to five weeks before the end of the term. Consult with your faculty adviser regarding the exact date of the comps and for guidance in preparing for the exams.

Please note that Comprehensive Examinations are to be taken during the term in which you will graduate; you must be enrolled as a student during that term. Submit this form, signed by your graduate adviser, to the Dean of Academic Affairs office no later than the first of Session 2 of the term in which you will graduate.

Student last name First name Middle name/initial

Term of graduation Phone number

I request that I be registered to take the Comprehensive Examination for the Master of Arts degree in (name of major), with a concentration in (name of concentration)

Student Authentic Signature Student Typed Signature Date

Certification of qualification to take the comprehensive exam

(student name) has successfully completed all the courses required for the MA degree,

except the following courses for which he/she is registered this term:

Three horizontal lines for listing courses.

and is cleared to sit the regularly scheduled comprehensive exam.

Graduate Adviser Authentic Signature Graduate Adviser Typed Signature Date

Consistent with the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act, Dallas Int'l seeks to provide "reasonable accommodation" to students with disabilities taking the comprehensive examination, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing the office of the Dean of Students of the disability at the time this form is submitted and in providing authorized documentation.



DALLAS INTERNATIONAL UNIVERSITY

Library Clearance

_____ (print or type) Last name First name Middle name / initial
 Dallas Int'l Library card # _____ who is scheduled to graduate in _____, (month / year)
 has no library book(s) or library fines outstanding.

_____ (Librarian Authentic Signature) _____ (Librarian Typed 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.***

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

Certificate of Financial Release

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

_____ (Business Manager Authentic Signature) _____ (Business Manager Typed Signature) _____ (Date)

Thesis Writer's Clearance Release

Does not apply I did not write a thesis.

Thesis binding fee has been paid.

_____ (Business Manager Authentic Signature) _____ (Business Manager Typed Signature) _____ (Date)

I have submitted a Thesis Publication Permission Form to the Academic Dean's office.

I have submitted a PDF copy of my thesis to the Academic Dean's office.

_____ (Dean's Assistant Authentic Signature) _____ (Dean's Assistant Typed Signature) _____ (Date)

For office use only (initial when complete):
 Dean's office has received completed form.
 Sent form to registrar for filing in student's file.
 Scan and file.