Graduate/Doctoral Degree Requirements Checklist

Listed below are procedures and deadlines that must be followed if you plan to complete your degree requirements during the 2014-2015 academic year. You are required to be registered for course work in your program (NOT GRAD 597) during the semester in which you receive your degree. The Graduate School communicates with you via your JMU e-mail address; please check it regularly!

- Carefully review and follow through on all General Regulations and Procedures, and Program Requirements in the Graduate Catalog.

- Complete the Application for a Graduate/Doctoral Degree, found under the forms link at www.jmu.edu/grad.
  - Type the information directly into the form. Handwritten graduation applications will be returned for resubmission.
  - Update your contact information in MyMadison. Local address will be used for commencement mailings and permanent address will be used for mailing the diploma 6-8 weeks after commencement. Any change of address after commencement should be reported directly to the Office of the Registrar.
  - Check the degree and list your program major and course work. If you are doing a thesis/dissertation/research project, complete the Approval of a Thesis or Dissertation Committee form if you haven’t already done so. (See the Thesis and Dissertation Manual.) List your project advisor and dissertation title.
  - Sign and date the application.
  - Secure the appropriate approval signatures.
  - Return it to The Graduate School by the deadline listed below.

- Check with the Bookstore at (540) 568-4541 for the date graduation attire will be available for purchase.

- Information concerning commencement practice and exercises will be sent to you approximately 30 days prior to the commencement ceremony. Please pay close attention to these emails and respond as requested.

- The deadlines for filing an Application for a Graduate or Doctoral Degree are:
  - September 19th if degree requirements are to be met in December 2014,
  - January 16th if degree requirements are to be met in May 2015, or for summer graduates walking in May, and
  - May 29th if degree requirements are to be met in Summer 2015.
  - If degree requirements are not met during the time frame you applied to graduate, you must file a new Application for a Graduate/Doctoral Degree.

- The deadlines for the filing of your thesis, dissertation or research project to The Graduate School are:
  - November 21st for Fall 2014,
  - April 22nd for Spring 2015, and
  - July 10th for Summer 2015.
  - Schedule an appointment with Laura Ryman, 568-7065, for thesis, dissertation or research project review.

- All course work must be completed by the following dates or your name will be removed from the graduation list. The deadlines are:
  - December 12th for Fall 2014,
  - May 7th for Spring 2015, and
  - August 7th for Summer 2015.

- To facilitate your final audit, be sure that you have:
  - Resolved all incomplete grades.
  - Written explanation and verification from your advisor for course waivers/substitutions.
  - Transferred any courses taken as an undergraduate or at other universities by means of an Approval of Transfer Credit form.
  - Transferred any continuing education courses to your graduate program by means of an Approval of Transfer Credit Form.

Your degree will be posted and the diploma will be mailed to your permanent address 6 to 8 weeks after commencement. If you have not received your diploma within this time, contact the Office of the Registrar at (540) 568-6281. If you need any additional information about graduation requirements, call The Graduate School at (540) 568-6438.