

Graduate Degree Application: Process and Instructions

Process

1. You must complete, sign, and return to the Registrar's office your degree application and Program Planning Worksheet by the following dates:

<u>Deadline Date</u>	<u>Degree Date</u>	<u>Eligible for June 1, 2008 Commencement</u>
September 7	December 2007	Yes
November 27	May 2008	Yes
February 26	July/August 2008	Yes
March 25	August 2008	No

2. The Office of the Registrar will forward your degree application to the program office for appropriate review and signatures.
3. The Office of the Registrar will communicate directly with you to you LC email address regarding the status of your degree application. Once the evaluation has been reviewed by your Advisor and your Department Chairperson you will be sent an email to your LC email address with the results of your degree evaluation. Review this evaluation carefully. You are responsible for resolving any issues or discrepancies. The Registrar's Office reserves the right to postpone your degree date because of unresolved issues and discrepancies.
4. You should check to make sure that your degree application reflects the policies of the Graduate School of Education and Counseling (see Catalog), particularly as these pertain to courses, grades, course credit amounts, and dates. For example, you should check that courses listed for transfer meet criteria, ascertain that you have taken the minimum number of credit hours for the degree you are seeking, and applied for an Extension of Incomplete Grade if needed.
5. Once you have turned in your degree application, any changes you make in courses that are listed on your Program Planning Worksheet must be approved. You may accomplish this by submitting in writing the changes to the Registrar's Office after you have had it signed by your advisor and department chair. The signed document must then be submitted to the Graduate School Office of the Registrar.

Degree Dates

Students may receive degrees four times yearly. Degree posting dates:

December 21, May 9, July 18, and August 15.

Commencement Ceremony

The Graduate School of Education and Counseling, Lewis & Clark College, holds one commencement ceremony yearly. The 2008 ceremony will be held on June 1. Degree candidates who are eligible to participate include degree candidates from the previous December, May degree candidates, and July/August degree candidates who have filed a degree application by the February 26th deadline date. You will be sent commencement information in the mail by early April. *(Continued on other side)*

Instructions for Completing the Degree Application Form

1. Personal Information

- Provide all information requested accurately, completely, and clearly.
- Please note that the student ID number is the one assigned to you at Lewis & Clark.
- Your hometown and state will be listed in the Commencement Program. If left blank, your current city and state will be listed.
- Undergraduate Degree: Provide the degree, name of institution, city, and state of your bachelor's degree.

2. Diploma Name

You must print your name exactly as it should appear on the diploma. If you leave this box blank, we will order your diploma with the name as entered in our computer database. Please note that in the event of future name changes, the Office of the Registrar will issue a new diploma with the new name if requested in writing and accompanied by a \$65.00 prepayment.

3. Degree Application Deadlines and Degree Date

- Check the appropriate box to indicate which deadline you are applying by.
- Identify the month (December, May, July, or August) and year that you will be receiving your degree. Once the degree application has been filed, if you are unable to complete the degree requirements by the date listed, you must inform the Graduate School Office of the Registrar in writing.
- Indicate whether or not you plan to participate in Commencement.

4. Degree Selection

Check the box adjacent to the appropriate degree. If you are receiving an M.A.T. degree with a concentration area, please indicate the area of concentration.

5. Degree Application

Please sign your degree application form and a clean completed copy of your Program Planning Worksheet. **Your Program Planning Worksheet must indicate courses transferred, waived, in-progress, completed or to-be-completed for your degree. You must include grades, term and year completed or forecast for each course.** Submit the Degree Application by the Due Date to the Graduate School's Office of the Registrar.