

Post Admission Checklist

Post Admissions Coordinator - Christi Wavada

The following forms must be submitted to Graduate Studies:

CANDIDACY FORM

- Due after the student has completed at least 15 credits but before they have completed half the required credits for the program
- Must be signed by the Program Director
- Must be signed by committee members if applicable
- Submit a separate Candidacy Form for each degree and/or certificate
- IRB form must be filed with the Grants if applicable
- Submit any appeals for transfer credits or extended time requests

GRADUATION APPLICATION - ensures inclusion in commencement bulletin

- Students must complete this through EagleNET
- Submission deadlines:
 - Jan 15th: Spring Quarter/ Summer Semester
 - Apr 15th: Fall & Summer Quarter/ Fall Semester
 - Oct 15th: Winter Quarter/ Spring Semester

INTENT TO GRADUATE FORM – initiates final degree audit

- Must be done the term prior to their final term

Students will receive:

- A Graduation Checklist which includes any unresolved issues or will confirm they are ready to graduate
- Graduation and commencement information
- If applicable students will receive:
 - Third committee member assigned by Graduate Studies
 - Information on scheduling their final defense
 - Information on thesis submission requirements

TRA (TERMINAL RESEARCH APPROVAL FORM) If applicable:

- Due to Graduate Studies 2 weeks prior to their scheduled defense

COMPREHENSIVE EXAM FORM If applicable:

- Will be sent to the students committee
- Must be submitted to Graduate Studies after the student's defense is complete