

**APPLICATION FOR GRADUATION
MARSHALL UNIVERSITY
Master's/Education Specialist/Doctorate**

Huntington Campus
Graduate College, 113 Old Main
One John Marshall Drive
Huntington, WV 25755-2100
(304)696-6606

South Charleston Campus
Graduate Records Office
100 Angus E. Peyton Drive
South Charleston, WV 25303
(304)746-8966

APPLICATION FEE: Master's and Education Specialist Degree \$50.00Doctorate Degree \$100**

This application is to be completed and submitted BEFORE or at the beginning of your final semester/term, but NOT LATER than the date printed in the University Calendar. Students who take most of their classes on the South Charleston campus may submit their applications to the Graduate Records Office with a check attached for the appropriate fee or students may call the office to pay with a credit card. All other students please submit the application to the Graduate College Office in Huntington along with documentation that the diploma fee has been paid (a receipt from the Bursar or a Bursar stamp on the application form).

Please type or print

Expected Month and Year of Graduation _____

NAME _____

MU ID# _____

CURRENT ADDRESS _____

COUNTY _____

(All correspondence, except graduation letter, will be sent to this address. Graduation letter will be sent to permanent address.)

PERMANENT ADDRESS _____

HOME PHONE # _____

CELL PHONE # _____

MU EMAIL _____

PREFERRED EMAIL _____

DEGREE EXPECTED AND MAJOR _____

ADVISOR _____

TOTAL HOURS REQUIRED _____ **HOURS COMPLETED** _____

A Thesis IS IS NOT a part of my program (check one).

List all courses and/or thesis hours for which you are or will be enrolled to complete your program:

Course Number	Title	Credit Hours	Semester and Term

Student Signature _____

Date _____

Advisor Signature _____

Date _____

COMPREHENSIVE ASSESSMENT APPLICATION

This application to take the comprehensive assessment is effective only for the semester entered. If you fail to take the assessment or if you do not pass the assessment, you must make arrangements with your advisor for subsequent completion of this graduation requirement. Check the semester and enter the year you wish to take the Comprehensive Assessment:

Fall Spring Summer Year _____

-----DO NOT WRITE BELOW THIS LINE-----

<p>_____ Student has been admitted to doctoral candidacy or has an approved plan of study.</p> <p>_____ Student has requisite GPA to take comprehensive assessment so far as the Graduate College office records indicate.</p> <p>_____</p> <p>Signature of Graduate Records Officer _____ Date _____</p>

Note to the advisor/program director: If the student has not completed all prerequisites that were stipulated in the student's admission to the program, do not approve this application and notify the Graduate College office of any deficiencies which must be addressed before the student is eligible to take the comprehensive assessment and to graduate. It is the responsibility of the department/program to establish the date of the comprehensive assessment, to notify the student of the date, time and place of the written or oral exam, and to administer them. Please keep a record of the Graduate Faculty who evaluated the comprehensive assessment.

GRADUATION INFORMATION FROM THE OFFICE OF THE REGISTRAR:

Your diploma will be ordered with your name as it appears on the Marshall University Student Information Computer System (Banner). The name format is first, middle, last. Please verify the format in which your name will be printed on the diploma in your Dean's Office or the Registrar's Office, Old Main 106A. If you need to change your name officially with the University, please complete a name change application in the Office of the Registrar and submit a copy of your Social Security Card as documentation of the requested change.

Your diploma will be mailed to the permanent address on the Student Information Computer System (Banner). If you need to change your permanent address, please submit a written change to the Office of the Registrar or update your address on MyMU (MILO Web) Personal Information Menu.

PUBLICATION OF DIRECTORY INFORMATION:

Upon graduation, Marshall University will publish certain directory information about graduates in the graduation program and will release information to newspapers and other media for publication. The directory information to be published may include name; major; degree; honors; awards received; city, country and state of residence. If you do not want this information released and regardless of any previous requests for confidentiality of directory information, you must notify the registrar's office (stating specifically that you do not want your graduation information published) within 10 business days of submitting this application for graduation.

Revalidated Coursework

Class	Semester Revalidation was successfully completed	Signature of Revalidating Faculty Member*

*Signature indicates that student successfully revalidated coursework according to the previously agreed to plan and fee has been paid to Bursar.
