

# FAIRMONT STATE UNIVERSITY GRADUATE STUDIES

## GRADUATION CHECKLIST

Name: \_\_\_\_\_ ID No. \_\_\_\_\_

Address: \_\_\_\_\_  
(Number and Street) (City) (State and Zip Code)

Telephone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Degree:  M.Ed.     M.A.T     M.S.     M.B.A.     H. S.

Program: \_\_\_\_\_

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**Admission materials:**

- |  |   |
|--|---|
| <input type="checkbox"/> Application submitted<br>Date: _____          | <input type="checkbox"/> Test Score received<br>Date: _____ |
| <input type="checkbox"/> Application (\$40.00) fee paid<br>Date: _____ | GRE: _____<br>MAT: _____<br>GMAT: _____                     |
| <input type="checkbox"/> Official Transcript received<br>Date: _____   | <input type="checkbox"/> Undergraduate GPA: _____           |

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**Progress towards Degree:**

- |  |  |
|--|--|
| <input type="checkbox"/> Undergraduate deficiencies removed<br>Date: _____ | <input type="checkbox"/> Degree Plan approved<br>Date: _____           |
| <input type="checkbox"/> Transfer Credit (if any) processed<br>Date: _____ | <input type="checkbox"/> Thesis (if necessary) approved<br>Date: _____ |

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**Graduation items:**

- |  |   |
|--|---|
| <input type="checkbox"/> Graduation fee (\$70.00) paid<br>Date: _____    | <input type="checkbox"/> Commencement participation form<br>Date: _____ |
| <input type="checkbox"/> Graduation Application submitted<br>Date: _____ | <input type="checkbox"/> Cap, Gown and Hood ordered<br>Date: _____      |

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I have examined the records and recommend this student for graduation:

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

**Approved for Degree**                       **Not Approved**

Graduate Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_