

STEPHENS COLLEGE APPLICATION FOR MASTER'S DEGREE or CERTIFICATE INSTRUCTIONS

Completed, signed applications are due in the Registrar's Office the semester prior to graduation or completion of your certificate program as follows:

Graduation Month	Application is due by:
May or August	September 30*
December	April 30*

*Note: if this date falls on a holiday or weekend the deadline will be the last business day **prior** to this date.

Your application packet must include the following:

1. **Completion of pages 2, 3 and 4 of the Application for Master's Degree or Certificate** – application **must include student signature**.
2. If you started your program **prior to Fall 2009**, attach a **copy of your degree checksheet**.

If you started your program in **Fall 2009 or later**, please use your Academic plan, which is found under the Register tab when you're logged into My Stephens. You do not need to send a copy of your My Stephens academic plan with your completed application.

All students:

- Verify that you have **completed**, are **currently enrolled**, or **plan to enroll** in all of the requirements listed.
- List the courses you plan to take to complete your major in the 'Courses to be completed next semester' section on page 2.
- If you have an academic plan, and a degree requirement is being met by a class that appears under 'electives' or 'courses not counted', please make a note of the course and requirement it meets in the table provided on page 2 (not applicable to students who entered prior to Fall 2009).

Please be sure your application is complete and is legible, as we will be using the information you provide to list your name in the Commencement program, to print your diploma or certificate and for the mailing of your diploma or certificate.

If any of your information, or your graduation date, changes after you submit your application, please contact the Registrar's Office immediately.

Thank you!!

Return the completed form to:

Office of the Registrar, Stephens College, 1200 E. Broadway, Campus Box 2067, Columbia, MO 65215

Or, fax completed form and attachments to: 573-876-7279

Or, scan and email the completed form and attachments to: registrar@stephens.edu

STEPHENS COLLEGE APPLICATION FOR MASTER'S DEGREE or CERTIFICATE

(Type or print **legibly**. This information is for your diploma or certificate and the Commencement program)

NAME (as you'd like it to appear on your diploma or certificate):

First Middle Last

Home City/State: _____
(Hometown will be listed in the Commencement Program)

DEGREE PROGRAM:

Year/Term you started at Stephens: _____ Month and Year you plan to graduate from Stephens: _____

Degree (select one): _____ Master of Education in Counseling Emphasis area (Choose all that apply):
_____ LPC _____ School _____ MFT _____ School Psych Examiner
_____ Master of Education in Curriculum and Instruction
_____ Master of Business Administration
_____ Master in Strategic Leadership
_____ Certificate (Counseling)

COMMENCEMENT: (Commencement is open only to those students receiving a Master's degree):

Do you plan to participate in a commencement ceremony? Yes No
If yes, in which ceremony will you participate? May December

PERMANENT HOME MAILING ADDRESS (This is where your diploma or certificate will be sent):

Street: _____ City/State/Zip: _____
Permanent Home telephone number: _____
Cell Phone number: _____
Email address (not your Stephens email): _____

NEWSPAPER RELEASE: Yes No

Name of hometown newspaper : _____
Address: _____ City: _____ State: _____ Zip: _____

Note: A \$100 graduation fee will be applied to your account prior to graduation. Diplomas and official transcripts will not be released unless the student's financial account has been settled or satisfactory arrangements have been made with the Accounting Office.

Stephens College has permission to include my name, hometown city/state and degree in the Commencement Program.

STUDENT SIGNATURE (Required): _____ **DATE:** _____

REMAINING GRADUATION REQUIREMENTS (courses needed to complete your Academic Plan):

Courses needed to complete your degree, but not yet enrolled:

Course Number (Prefix/Number)	Course Title	Course Credits	Check one for each course listed		
			Enrollment Term*	Required for Major	Required Electives

*abbreviate term (SP=Spring, SU=Summer, FA=Fall) and year, ex: SP12

Courses on Academic Plan in the ‘Courses not counted’ section that meet requirements in the major:

Course Number (Prefix/Number)	Course Title	Course Credits	Grade	Section on Academic Plan where these credits apply*

*example: Major requirements, Major electives, etc.

GRADE POINT AVERAGE (GPA):

Requirement: You must have a cumulative g.p.a. of **at least 3.00** to be eligible to graduate.

Your current Cumulative g.p.a. (this is shown at the top of your online transcript): _____

REVIEW OF DEGREE CHECK FOR GRADUATE/PG CERT CANDIDATE

TO:

GRAD.DATE:

FROM: **Program Chair**

DATE:

Degree/Curriculum; Program Chair: _____

(choose the correct degree from the pull-down list, or copy it from page 2 of this packet)

After reviewing your graduation application (forwarded by the Registrar), the following applies:

You will meet all requirements for the program of study listed above, assuming you successfully complete course(s) currently enrolled and planned for the next term.

Before I can evaluate your application for graduation, please provide the following information:

You must enroll/repeat (E/R) the following courses next semester. The minimum grade is listed that you must earn, either for the specific course or to raise your gpa in your program of study:

_____ (E/R) Grade required _____
_____ (E/R) Grade required _____
_____ (E/R) Grade required _____
_____ (E/R) Grade required _____

You must clear the incomplete(s) now on record for:

_____ Grade required _____
_____ Grade required _____

Supply the information requested on the enclosed Transfer Credit form to obtain approval of the following transfer courses:

In addition to the above, the following deficiency or condition must be met in order to meet the requirements for your program of study:

Program Chair signature: _____

Distribution date to Registrar by Program Chair: _____