

College of Graduate Studies Graduation Checklist



Step One – Check for Deadlines

Deadlines have been created for the various steps of the graduation procedure. Find up-to-date deadlines in the Academic Calendar page on the College of Graduate Studies (CGS) website at <http://www.mtsu.edu/graduate/student/calendar.shtml>.

Step Two – Submit Approved Thesis/Dissertation

Disregard this step if your program of study does not require a thesis/dissertation.

Theses and dissertations may be submitted to CGS for approval at any time during the semester of graduation up to the deadline. One copy of the signed thesis/dissertation and one copy on CD or flash drive must be submitted for evaluation. This copy should be in a letter sized envelope with your name and email address on the front. ALL binding fees must be paid PRIOR to submitting your **Notice of Intent to Graduate** form. Complete instructions for submitting theses/dissertations can be found at <http://www.mtsu.edu/graduate/student/thesis.shtml>.

Doctoral candidates must also submit a Doctoral Candidate Hooding Form (http://www.mtsu.edu/graduate/pdf/PHD_Hood.pdf) to CGS with the **Notice of Intent to Graduate** form.

Binding Fees Chart:

	Thesis/Dissertation Binding Fee	Number of Copies
Master’s Candidate	\$37.00	4
Educational Specialist	\$37.00	4
Doctoral Candidates	\$91.00	5

Fees are used for binding of thesis or dissertations. Publishing fees are included in doctoral fee.

Distribution of copies is as follows:

Level	Student	Department	Thesis/Dissertation Chair	Library
Master’s Candidate	1	1	1	1
Educational Specialist	1	1	1	1
Doctoral Candidates	1	1	1	2

(Additional copies of thesis/dissertations are \$9.20 each)

Step Three – Filing Your Intent to Graduate Notice

Notice of Intent to Graduate forms are due no later than the second week of the semester in which you plan to graduate. Exact dates are found on the CGS website.

Notice of Intent to Graduate forms are available by following the link provided at the end of these guidelines. This form is to be completed online and printed for submission. You must have Adobe Acrobat installed on your computer to complete this form.

Before the deadline to submit your **Notice of Intent to Graduate** form, you are required to meet with your graduate program director or advisor. Take a copy of your current transcripts (may be printed from your PipelineMT account), degree plan that was filed with CGS, and your completed **Notice of Intent to Graduate** form.

Review your degree plan and transcripts for accuracy and completion. Your director/advisor must sign your **Notice of Intent to Graduate** form. If your program of study includes a comprehensive examination and you have not yet registered for this, you should discuss this with your advisor at this time.

Completed **Notice of Intent to Graduate** forms are to be submitted to the College of Graduate Studies, located in the Sam H. Ingram Building, Main Floor, 2269 Middle Tennessee Blvd. or mailed to (forms may be faxed to 615-904-8020):

**College of Graduate Studies
MTSU Box 42
Murfreesboro, TN 37132**

IMPORTANT NOTE: **Notice of Intent to Graduate** forms received after the posted deadline each semester will be processed, but diplomas may be delayed and names may not appear in the commencement program.

Step Four – Graduate Exit Survey

To better assess the quality of the educational experiences we provide for our students, an online exit survey has been developed to evaluate major components of the graduate program. This survey is anonymous and will be shared with the relevant departments each semester. Further explanation and the survey itself can be found at <http://www.mtsu.edu/graduate/student/survey.shtml>.

Graduation Ceremony Information

Complete information for you and your guests concerning your graduation ceremony can be found at <http://www.mtsu.edu/graduate/student/graduation.shtml>.

Diploma Information

Diplomas will be mailed to the address you list on your **Notice of Intent to Graduate** form. If your address or name changes after submission of this form you must contact Fay Wilson in the Records Office (615-898-5170) and provide your updated information. Changes in information must be received one month prior to graduation. There is a \$10 charge to change your name on your diploma once they have been ordered.