INSTRUCTIONS FOR APPLYING FOR GRADUATION

SCHOOL OF EDUCATION -- COLLEGE OF WILLIAM AND MARY

TO: GRADUATE STUDENTS, School of Education

FROM: Gwendolyn E. Pearson, Graduate Registrar
Office of Academic Programs, SOE 1115
(757) 221-2316 email: gepear@wm.edu

SUBJECT: GRADUATION for Master's, Ed.S., Ed.D., & Ph.D. Candidates

The graduation application package for this academic year is attached and contains the following forms which must be completed and returned to me: 1. "Application for Graduation"  2. "Notice of Candidacy"

APPLICATIONS RECEIVED AFTER THE RESPECTIVE DEADLINES WILL NOT BE PROCESSED.

<table>
<thead>
<tr>
<th>If you will be completing your degree requirements during:</th>
<th>Deadline to turn in the attached forms to me:</th>
<th>Degree conferral date (the date that will appear on your diploma and transcript):</th>
<th>You will be invited to walk in cap &amp; gown in the following commencement ceremony:</th>
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<tr>
<td>Master’s students in Curriculum &amp; Instruction completing their requirements in Summer Session 2012 must <strong>apply for August 2012 graduation</strong> (and will be included automatically in the May 13, 2012, graduation activities):</td>
<td>September 30, 2011</td>
<td>August 24, 2012</td>
<td>May 13, 2012</td>
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--PLEASE NOTE: If you have not already done so, you should meet with your advisor to make sure your program of studies and any required documentation (e.g., transfer credit, exemption/advanced placement) have been filed with the Office of Academic Programs (SOE 1115).

--MASTER'S DEGREE CANDIDATES: If you are receiving a master's degree, please contact your advisor to schedule your culminating experience as appropriate. It should be held before December 2, 2011, for January 2012 candidates; before April 26, 2012, for May 2012 candidates; and before July 31, 2012, for August 2012 candidates. The culminating experiences for each master's degree program are as follows:

Curriculum & Instruction (Elementary Education, Secondary Education, Gifted Education, Reading): None
Curriculum & Instruction (Special Education ED/LD/MR Initial Endorsement, Special Education General Curriculum [K-12], Special Education RCT, and Special Education CME): Program Portfolio
Counseling, Educational Leadership (K12), and Higher Education: Exit Interview
School Psychology: None at the master’s level

--EDUCATIONAL SPECIALIST CANDIDATES: No special instructions

--DOCTORAL DEGREE CANDIDATES: If you are planning to receive your doctorate and have not yet obtained the dissertation publication information, please be sure to stop by my office. The final, approved dissertation must be submitted for publication no later than December 2, 2011, for January 2012 candidates; and no later than July 16, 2012, for August 2012 candidates. The final, approved dissertation must be submitted for publication no later than April 13, 2012, for May 2012 candidates. May 2012 candidates must successfully defend their dissertations no later than April 13, 2012, and submit their final paperwork (receipts from the Cashier and Swem Library, as well as the “Survey of Earned Doctorates”) to me by May 4, 2012.

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Further information concerning May Commencement activities will be sent to you in the spring from the Vice President for Student Affairs. See link: http://www.wm.edu/commencement.