

## INSTRUCTIONS FOR APPLYING FOR GRADUATION

### SCHOOL OF EDUCATION -- COLLEGE OF WILLIAM AND MARY



**TO:** GRADUATE STUDENTS, School of Education

**FROM:** Gwendolyn E. Pearson, Director of Records & Matriculation  
Office of Admission & Professional Services, Jones Hall 100  
(757) 221-2316 email: [gepear@wm.edu](mailto:gepear@wm.edu)

**DECEMBER 2005**  
**MAY 2006**  
**AUGUST 2006**

**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.**

If you will be completing your degree requirements during:	<b>Deadline</b> to turn in the attached forms to me:	Degree <b>conferral</b> date (the date that will appear on your diploma and transcript):	You will be invited to <b>walk</b> in cap & gown in the following commencement ceremony:
Fall Semester 2005	July 8, 2005	December 21, 2005	May 14, 2006
Spring Semester 2006	September 30, 2005	May 14, 2006	May 14, 2006
Summer Session 2006	September 30, 2005	August 9, 2006	May 20, 2007
<b>Master's</b> students in <b>Curriculum &amp; Instruction</b> completing their requirements in Summer Session 2006 must <b>apply for August 2006 graduation</b> (and will be included automatically in the May 14, 2006, graduation activities):	September 30, 2005	<b>August 9, 2006</b>	May 14, 2006

**--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 Admission & Professional Services (Jones 100).

**--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, 2005, for December 2005 candidates; before April 28, 2006, for May 2006 candidates; and before July 21, 2006, for August 2006 candidates. The culminating experiences for each master's degree program are as follows:

- o Curriculum & Instruction (Elementary Education, Secondary Education, Gifted Education, Reading, Special Education ED/LD/MR Initial Endorsement, and Special Education RCT): *None*
- o Counseling and Educational Leadership (including Higher Education and Gifted Education): *Exit Interview*
- o 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 a dissertation publication packet, please be sure to stop in this office. The final, approved dissertation must be submitted for publication no later than December 2, 2005, for December 2005 candidates; and no later than July 21, 2006, for August 2006 candidates. May 2006 candidates must successfully **defend** their dissertations no later than April 14, 2006, and submit their final paperwork (receipts from the Cashier and Swem Library, as well as the "Survey of Earned Doctorates" to me by May 5, 2006.

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The University Registrar will mail your diploma approximately eight weeks after your degree has been conferred. Further information concerning May Commencement activities will be sent to you in the spring from Mr. Samuel Sadler (Vice President for Student Affairs).

SCHOOL OF EDUCATION  
APPLICATION FOR GRADUATION

DATE \_\_\_\_\_ S.S.# \_\_\_\_\_

NAME \_\_\_\_\_  
(Last) (First) (Middle)

CURRENT ADDRESS \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

DEGREE EARNED (M.A.Ed., M.Ed., Ed.S., Ed.D., Ph.D.) \_\_\_\_\_

CONCENTRATION & EMPHASIS \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

**DEGREE CONFERRAL DATE \*** \_\_\_\_\_  
(May, August, or December)--Year

**\* This is when you will officially "graduate" -- not necessarily when you will be "walking."**

FOR MASTER'S DEGREE RECIPIENTS:

If applicable, indicate date of culminating experience \_\_\_\_\_

AND the type of culminating experience \_\_\_\_\_  
(Exit Interview, Oral Exam,  
Written Exam)

FOR DOCTORATE DEGREE RECIPIENTS:

Indicate the title of your dissertation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AND the date of your defense (if known) \_\_\_\_\_