

## MASTER'S DEGREE ELIGIBILITY FORM FOR NON-THESIS STUDENTS

**SECTION A** – To be completed by the candidate

SPIRE ID: \_\_\_\_\_

ANTICIPATED DEGREE DATE:      SEPTEMBER       FEBRUARY       MAY       YEAR \_\_\_\_\_

NAME - as it appears in SPIRE: \_\_\_\_\_

**DIPLOMA NAME:** Review and update your Diploma Name in SPIRE. Your Diploma Name can be found in the Student Center, under Expected Graduation Term / Graduation Data. If you need a special character for your name that is not available in SPIRE, please email the [Graduate Student Service Center](#).

**DIPLOMA ADDRESS:** Review and update your Mailing Address in SPIRE. Your diploma will be sent to the Mailing Address in SPIRE at the time of mailing. Please make sure that SPIRE always has the correct mailing address to ensure proper delivery.

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

DEPARTMENT/PROGRAM: \_\_\_\_\_

DEGREE: \_\_\_\_\_

**SECTION B** – LIST **ONLY** GRADUATE COURSES TO BE COUNTED TOWARD THE MASTER'S DEGREE

Dept.	Course No.	Course Title	Semester/Year Taken	Credits	Grade
<b>Total Credits:</b>					

**SECTION C** – To be completed by the degree candidate

*To the best of my knowledge, the information given on this form is correct and complete.*

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

After signing this form, give it to your Graduate Program Director for verification.

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**SECTION D** - To be completed by the Graduate Program Director

*The information furnished by the above named candidate in the \_\_\_\_\_ program has been verified from departmental records and the candidate has completed all program requirements.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

After signing this form, give it to the Department Head/Chair for recommendation of degree.

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**SECTION E** - To be completed by the Department Head/Chair

*I recommend that the above candidate be awarded the \_\_\_\_\_ degree at the \_\_\_\_\_ 20 \_\_\_\_\_ degree granting period.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

After signing this form, forward it to Graduate Student Service Center, 534 Goodell Building, by posted deadline.

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**INSTRUCTIONS**

Type or print legibly all entries on this form.

Sections A, B and C are to be completed by the candidate; sections D and E are to be completed by the department.

For Section B, it is recommended that you obtain a copy of your transcript from SPIRE for reference:

LIST ONLY THOSE COURSES THAT YOU WISH TO APPLY TOWARD YOUR MASTER'S DEGREE;

List courses chronologically as they appear on the transcript;

You may list current courses - simply leave the grade column blank.

**You are responsible for submitting this form, your thesis and signature pages (as outlined below) to the Graduate Student Service Center by the posted [deadline](#).**