

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, found in SPIRE (Student Center > 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 Diploma Address and Home Email Address, found in SPIRE (Student Center > Expected Graduation Term > Graduation Data). Your diploma will be mailed to your Diploma Address. Communications regarding the mailing of your diploma, as well as information on how to purchase an electronic diploma, will be sent to your home email address.

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
Total Credits:					

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.

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.

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.

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](#).