

# GRADUATION CLEARANCE for GRADUATE STUDENTS

**STUDENT:** Complete this form in consultation with your advisor. Please be advised that to allow for any necessary schedule changes, this form should be completed by the end of the second week of the semester (first week in summer) in which you anticipate completing degree requirements. However, you are encouraged to complete this form as soon as practical (e.g., in the semester prior to graduation). See the web for all deadlines [<http://gradcollege.okstate.edu/student/calendar2.htm>].

**Return the signed and completed form to: Oklahoma State University Graduate College  
202 Whitehurst Hall • Stillwater • OK • 74078 • FAX: 405-744-0355**

## GRADUATE STUDENT INFORMATION

I previously submitted a Clearance form; I have reapplied for my diploma (I am moving my graduation date forward)\*

check box Signature \_\_\_\_\_

FIRST NAME	INITIAL	LAST NAME	SID NUMBER	EMAIL ADDRESS
PRINT ADVISOR NAME		ADVISOR PHONE	Circle one: <b>FALL</b> <b>SPRING</b> <b>SUMMER</b> [ANTICIPATED GRADUATION TERM] YEAR	

**STUDENT:** Obtain a copy of your Plan of Study (from your department) and your most recent unofficial OSU transcript. Using those two documents, place a checkmark in each box (as appropriate) indicating that you have met the listed requirement. You may wish to propose amendments to your POS to reflect courses actually taken. Once this form is complete please take it to your graduate advisor for approval. Submit the signed, completed form (this form ONLY—no transcripts required) to the Graduate College. Keep a copy for your records.

<input type="checkbox"/> I will be enrolled in at least two hours my final semester, and in enough hours to complete my POS.	<ul style="list-style-type: none"> <li>• Plan of Study course GPA will be <math>\geq 3.00</math> (excluding research)</li> <li>• Courses are accurate in title, number, and semester taken; all courses are for graduate credit.</li> <li>• Level (e.g., 5000, 6000) of courses on the POS is correct for the degree sought (21 credit hours for masters; 75% of credit hours for doctorate at 5000 level or above, inclusive of research hours).</li> <li>• POS matches my transcript; all accepted transfer courses have a grade of B or better.</li> <li>• If necessary, approved variations from department requirements have been initialed on the POS by the Advisor and approved by the Department Head.</li> <li>• All coursework on the POS is within 10 years of when the grade was awarded.</li> </ul>
<input type="checkbox"/> I have checked my Plan of Study (POS) (see list to the right) and it meets departmental and Graduate College requirements.	
<input type="checkbox"/> I should complete all departmental requirements by the end of my graduation term.	
<input type="checkbox"/> My Creative Component, Formal Report, or thesis/dissertation should be submitted by all deadlines.	
<input type="checkbox"/> A revised POS (if needed) is attached to this form.	

## GRADES

I have checked my transcript and grades—all courses required for graduation should be completed by the time final grades are due (courses where I have 'I' or 'R' grades will be completed and grade changes requested).

## ADVISOR, PLEASE COMPLETE THE FOLLOWING SECTIONS

### REQUIRED EXAMS

Formal exams (e.g., comprehensive, qualifying) are not required for this degree plan, **OR** Student will take all required exams (e.g., comprehensive, qualifying) by the Graduate College deadlines.

SPECIALIST AND DOCTORAL STUDENTS: Paperwork reporting successful completion of qualifying exam has been submitted to the Graduate College by the deadline. Student has been admitted to candidacy.

### THESIS/DISSERTATION [See deadlines on the web at: <http://gradcollege.okstate.edu/student/calendar2.htm>]

The student is making progress and should meet Graduate College deadlines for draft copy of thesis/dissertation.

The student is making progress and should meet the Graduate College final defense deadlines.

The student's defense date is/will be scheduled with enough time for the student to make corrections and meet Graduate College deadlines for final submission of thesis/dissertation (all corrections made).

### DEPARTMENTAL ACTION

I approve further action toward graduation clearance for this student.

Advisor/Committee Chair Signature:	DATE
Other Department Official (optional):	DATE

\* If you previously completed a Clearance form, are reapplying for your diploma and have not changed your Plan of Study, it is not necessary to complete this form. Simply sign at the top and return this form to the Graduate College (202 Whitehurst/FAX: 405-744-0355).