

SECTION C – To be completed by the degree candidate (student)

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

Signature of Candidate: _____ Date: _____

Name typed: _____

After you sign this form, please give it to your ADVISOR for approval and signature, Section D below.

If you are in a licensure program of study, you must check with your ADVISOR to ensure that all licensure requirements have been completed.

SECTION D – To be signed by the ADVISOR

(the faculty member assigned as the degree candidate's (student's) ADVISOR in the College of Education)

Signature of Advisor: _____ Date: _____

Name typed: _____

Complete forms should be submitted to Kristin Tyler, Graduate Programs Manager in the College of Education's Office of Academic Affairs, W114 Furcolo Hall, for verification.

SECTION E - To be completed by Dr. Shane Hammond, Associate Dean for Student Success and Graduate Program Director, College of Education

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

I recommend that the above candidate be awarded the M.Ed. degree at the

_____ 20_____ degree granting period.

Signature: _____ Date: _____

Name typed: Dr. Shane Hammond, Associate Dean for Student Success and Graduate Program Director,
College of Education

The Office of Academic Affairs will submit this form to the Graduate Student Service Center, 534 Goodell, by posted deadline.

INSTRUCTIONS

Type all entries on this form.

SECTIONS A, B*, and C are to be completed by the degree candidate (student). **SECTION D** is to be completed by the degree candidate's (student's) advisor. **SECTION E** is to be completed by the Office of Academic Affairs.

For ***SECTION B**,

- **List the department, course number, abbreviated course titles, semester / year taken, credits, and grade (if a grade is posted) as they appear on your transcript on Spire.**
- List courses chronologically as they appear on your transcript; list only those courses that you wish to apply toward your M.Ed.
- You may list current courses – **leave the grade column blank for any course without a grade.**
- **All grades for courses on this form must be posted on your transcript by the date final grades are due in order to be reviewed for the degree period.**

You are responsible for ensuring that this form has been submitted to the Graduate Programs Manager in the Academic Affairs Office, W114 Furcolo Hall by the posted College of Education deadline.