

GRADUATION CLEARANCE for GRADUATE STUDENTS

STUDENT: Complete this form in consultation with your advisor. Use one form per degree program. Please be advised this form should be completed by the deadline as indicated in the academic calendar for that semester. See the Graduate College website for specific deadlines dates [<http://gradcollege.okstate.edu/graduate-college-academic-calendar>].

**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

LAST NAME	FIRST NAME	INITIAL	CWID NUMBER	EMAIL ADDRESS
			Circle one: FALL SPRING SUMMER	
PRINT ADVISOR NAME	MAJOR	ADVISOR PHONE	[ANTICIPATED GRADUATION TERM]	YEAR

STUDENT: Please carefully compare your approved Plan of Study and unofficial OSU transcript (accessible online through Student Self-Services). Using those two documents, place a checkmark in each box (as appropriate) indicating that you have met the listed requirement. If revisions to your Plan of Study are needed, please submit the revised POS at this time and check the appropriate box below. Once this form is complete please take it to your graduate advisor for approval. Submit the signed, completed form 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, six hours in the last 12 months, and in enough hours to complete my POS. (Please see OSU Catalog)	<ul style="list-style-type: none"> Plan of Study course GPA will be ≥ 3.00 (excluding research). All courses are for graduate credit. All accepted transfer courses have a grade of B or better. If necessary, approved variations from department requirements have been initialed on the POS by the Advisor and approved by the Department Head. No course on my POS will be older than 10 years at the time of graduation. Course prefix and number on POS match what is listed in the transcript.
<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) has been submitted.	
<input type="checkbox"/>	I will file a diploma application with the Registrar.	

GRADES

<input type="checkbox"/>	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' grades will be completed and grade changes requested).
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Student Signature:	DATE
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ADVISOR, PLEASE COMPLETE THE FOLLOWING SECTIONS

REQUIRED EXAMS

<input type="checkbox"/>	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 necessary deadlines.
<input type="checkbox"/>	DOCTORAL STUDENTS: Paperwork reporting admission to doctoral candidacy has been submitted to the Graduate College.

THESIS/DISSERTATION [See deadlines on the web at: <http://gradcollege.okstate.edu/graduate-college-academic-calendar>]

<input type="checkbox"/>	The student is has completed or will complete a format review workshop, or the online webinar, by the required deadlines.
<input type="checkbox"/>	The student is making progress and should meet the Graduate College final defense deadlines.
<input type="checkbox"/>	The student's defense date is/should be scheduled with enough time for the student to make all required corrections and meet Graduate College deadlines for final submission of thesis/dissertation.

DEPARTMENTAL ACTION

<input type="checkbox"/>	I approve further action toward graduation clearance for this student.
Advisor/Committee Chair Signature:	DATE
Other Department Official (if needed):	DATE