



GRADUATION APPLICATION 2018-2019

Please return to the Office of Academic Affairs no later than:

August, 1 2018 – Summer 2018 Graduates ONLY

December 1, 2018 - Fall 2018, January and Spring 2019 graduates

I want my name to appear on my diploma or certificate as follows:

_____ (Please note that we do not list titles such as Rev., Dr. etc. on diplomas.)

Phonetic tips for pronouncing my name at commencement _____

I plan to complete the _____ Degree/Certificate by the end of _____, _____.
(D.Min., M.Div., MACM, MTS, MAPT, ACOS, CDS, CBTE) Term Year

*Specializations, tracks and focuses do not appear on the diploma but will be listed in the Commencement program and on your official transcript.

MDiv or MAPT STUDENTS:

I will also have a Specialization in _____.

MACM STUDENTS:

I am pursuing Track _____. (Track I = Pastoral Care & Counseling, Track II = Addiction Counseling, Track III = Pastoral & Professional Counseling)

MTS STUDENTS:

I have a Concentration in _____.

I have a previous MTSO degree: _____
Degree and Year Received

Will you be attending the commencement ceremony on May 25, 2019? Yes No I am unsure

To be eligible for graduation, students must have completed all requirements, met all financial obligations, completed exit loan counseling (if they borrowed a Subsidized or Unsubsidized Stafford Loan during their attendance), and returned all overdue items to the library. If these conditions are met, those students will be recommended to the Board for conferral of their degrees and certificates, be permitted to participate in Commencement exercises and be listed as May 2018 graduates.

Candidates expecting to take part in Commencement are asked to notify the Office of Academic Affairs of that intent **no later than December 1** (except for those finishing in summer, that deadline is September 1). [This form is sent to you for that purpose.] Notification of intent to graduate does not guarantee participation in commencement. Any student who is unable to attend Commencement exercises for reasons of hardship must notify the Office of Academic Affairs, **in writing**, requesting permission to graduate in absentia.

Degrees and certificates for summer graduates will be conferred at the fall meeting of the MTSO Board of Trustees (October 19, 2018); Fall or January graduates will be conferred at the spring meeting (March 1, 2019). The Office of Academic Affairs must be notified in advance of September 1 for summer grads and December 1 for all others. **Failure to observe these deadlines may mean that your diploma or certificate is not available at the Commencement ceremony.**

Each degree or certificate candidate is responsible for ascertaining whether his or her program of courses will fulfill the graduation requirements. Although grades are issued at the close of each term, the School is not responsible for calling attention to deficiencies in a student's program unless those deficiencies are made the basis for disciplinary action.

By signing below I confirm that I have read and understand the graduation policies outline above.

Student signature _____ Date _____