GRADUATION CLEARANCE for GRADUATE STUDENTS

STUDENT: Complete this form in consultation with your advisor. Use one form per degree program. 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 Forensics and Biomedical Sciences deadlines.

Return the signed and completed form to: OSU-CHS Office of Student Affairs
1111 W 17th St • Tulsa • OK • 74107 • FAX: 918-561-8243

GRADUATE STUDENT INFORMATION

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

LAST NAME FIRST NAME INITIAL SID NUMBER EMAIL ADDRESS

PRINT ADVISOR NAME ADVISOR PHONE [ANTICIPATED GRADUATION TERM] YEAR

STUDENT: Obtain a copy of your Plan of Study (from your program) and your most recent unofficial OSU-CHS 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 advisor for approval. Submit the signed, completed form (this form ONLY—no transcripts required) to the OSU-CHS Student Affairs office. Keep a copy for your records.

I will be enrolled in at least two hours my final semester, and in enough hours to complete my POS.

I have checked my Plan of Study (POS) (see list to the right) and it meets program and OSU-CHS requirements.

I should complete all program requirements by the end of my graduation term.

My Creative Component, Formal Report, or thesis/dissertation should be submitted by all deadlines.

A revised POS (if needed) is attached to this form.

I have filed a diploma application with the CHS Registrar.

Plan of Study course GPA will be ≥ 3.00 (excluding research)

Courses are accurate in title, number, and semester taken; all courses are for graduate credit.

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).

POS matches my transcript; all accepted transfer courses have a grade of B or better.

If necessary, approved variations from program requirements have been initialed on the POS by the Advisor and approved by the Program director.

No course on my POS will be older than 10 years at the time of graduation.

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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, or defense) by OSU-CHS deadlines.

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

THESIS/DISSERTATION [See deadlines on the web for Forensics or Biomedical Sciences]

The student is making progress and should meet OSU-CHS deadlines for defense copy of thesis/dissertation.

The student is making progress and should meet the OSU-CHS final defense deadlines.

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

PROGRAM ACTION

I approve further action toward graduation clearance for this student.

Advisor/Committee Chair Signature: DATE

Program Director 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 CHS Student Affairs Office (FAX: 918-561-8243).

Revised 11/7/12