

## Kentucky State University

Application for Graduate Degree

## **Degree Checkout Form**

(Form Revised February 2006)

Instructions: The student must apply for graduation the semester/session prior to the actual date of graduation. The deadlines for submittal are outlined in the Academic Calendar in the *University Catalogue* and the semester *Information Booklet*.

- The student must complete Section I of this form, sign in Section IV, and submit this application to the division chairperson or dean.
- The department must complete Section II, Section III, and signature portion of Section IV of this form and submit to Office of Graduate Studies.
- The department must attach a copy of the curriculum checklist with notations of completed, substituted and waived courses.
- Upon receipt the Office of the Registrar will complete the preliminary degree audit and notify the student and department of the status of the Application for Graduate Degree.

I. Student Information S	tudent ID:			_ Date:	
Name:	. 1				(Din 1)
Note: Print full name as it is to appear on diploma.  Current Email: Current Phone:			Ohone.	Hometown (Required)	
Name on University records (If different					
graduation					
City:			State _	Zip:	
Advisor:				_	
•					
Program:		Area(s) of Special	lization	:(If applicable)	
II. Courses in Progress (For tr	ansfer course	es, identify insti	itutio	n after course	number)
Fall: (If applicable) Prefix & No. Title Hours	Prefix & No.	(If applicable) Title Ho	urs	Summer:Prefix & No.	
Will courses in progress meet the minimal III. Thesis and Comprehensive Has a comprehensive examination been Has a thesis or major project been comprehensive than a thesis or major project been comprehensive.	ve Examination completed?	on Section  Yes  No		Not required	s 🖵 No
IV. Signature Section			,,		
Student:				Date	:
Advisor:				Date	<b>:</b>
Program Coordinator:				Date	<b>:</b>
Masters Department Head:				Date	
College Dean:				Date	·
Director of Graduate Studies: _				Date	
Registrar Certification:				Date	

