

# GRADUATION NEWS



TO: December 2009 Degree Candidates  
FROM: The Graduation Department Staff  
RE: Graduation Requirements

We have received your application for December 2009 graduation. A copy of your final degree audit is enclosed with this memo. **Please review it carefully and report any changes or errors to this office immediately.** If you have any remaining requirements noted on your audit that are not cleared by the following graduation deadlines, you may be canceled. Cancellation means that you will need to reapply for graduation.

## December 2009 GRADUATION DEADLINES

### *UNDERGRADUATE DEGREE/CERTIFICATE CANDIDATES*

**PETITION AND ADVISOR APPROVAL:** Must be on file in the Office of the Registrar by Dec. 9, 2009.  
[Contact your advisor if you are unsure if this applies to you.]

**UAF CORRESPONDENCE:** Must be completed (including taking the final) by Dec. 11, 2009.  
This applies to YEAR and SEMESTER BASED  
Correspondence Study courses.

### *ALL DEGREE CANDIDATES*

**OFFICIAL TRANSCRIPTS FROM OTHER INSTITUTIONS:** Must be on file with the Admissions Office by Dec. 16, 2009.  
(Course work that you recently completed or are currently enrolled in that has not been transferred to UAF) Your degree will not be posted to your UAF transcript nor will your diploma be awarded until all official transcripts needed for your degree have been received. **You are responsible for having official transcripts sent to UAF.**

**INCOMPLETED AND DEFERRED GRADES:** Change of Grade forms must be submitted by the instructor and on file with the Office of Registrar by December 9, 2009.

### *GRADUATE DEGREE CANDIDATES*

**NOTE:** All reports and revisions must be sent to the Graduate School, 2<sup>nd</sup> Floor Eielson. **CONTACT THE GRADUATE SCHOOL FOR THESIS SUBMISSION DEADLINES.**

**ADVANCEMENT TO CANDIDACY:** Due one semester prior to graduation. Revisions must be on a Graduate Petition Form and be approved by your Advisory Committee, department head, and dean.

**THESIS (Post-Defense Copy):** Must be on file with the Graduate School by December 2, 2009.

**GRADUATE REPORTS:** Must be on file in the Graduation Office by December 16, 2009. These include, but are not limited to: Report on Comprehensive Exams, Research Tool or Language, Project Defense, Thesis Defense, Graduate Petition Form.