University of West Georgia

Graduate Petition for Degree

IN ORDER TO CORRECTLY COMPLETE THE PETITION, PLEASE FOLLOW THESE INSTRUCTIONS

THE GRADUATE SCHOOL CANNOT GUARANTEE ACCEPTANCE OF INCOMPLETE OR LATE PETITIONS

PETITION DEADLINE

The Petition for Degree is due in the Graduate School by the deadline published online at www.westga.edu/~gradsch/gradforms.php .

PETITION INSTRUCTIONS

SECTION 1 PERSONAL INFORMATION

Notices to degree candidates from the Graduate School will be sent to UWG e-mail addresses only.

PETITION TYPE:

New — Original petition for degree.

Reactivation — Students who previously petitioned for degree but did not meet requirements must request reactivation of petition for degree.

SECTION 2 COURSE REQUIREMENTS

Section 2A — Enter completed courses that will be counted toward either a masters, specialist or doctoral degree.

Section 2B — Enter currently scheduled courses and courses that will be completed prior to graduation that will be counted toward this degree.

SECTION 3 REQUIRED SIGNATURES

Section 3A — Advisor/Department Chair signatures will be obtained after submission of completed form signed by student.

Section 3B — List Graduate Faculty Members who will evaluate student's master's thesis, Ed.S. research project or doctoral dissertation or to assist in the administration of the comprehensive exam.

Section 3C — Graduate Faculty Members are required to sign the petition to indicate they have agreed t o evaluate the student's master's thesis, Ed.S. research project or doctoral dissertation or assist in the administration of the comprehensive exam.

RESPONSIBILITY OF STUDENT

1. MEETING DEADLINES: The student is responsible for being aware of and meeting all departmental and Graduate School petition deadlines.

2. GRADUATION FEE PAYMENT: Payment in the amount of $30 may be submitted by check or money order made payable to the University of West Georgia and must be submitted with the student's completed graduate petition for degree to 1601 Maple Street, Carrollton, GA 30118.

3. CHECKING DEGREE STATUS/DEFICIENCY FOLLOW-UP: The Graduate School will audit the student's degree petition prior to the end of registration of the student's final term to ensure that the courses planned will meet the requirements for the degree requested. **The audit results will be posted in your student record in Banweb.** The student is responsible for checking his/her degree record (instructions below) prior to the end of registration and for making any appropriate schedule adjustments to correct deficiencies.

Instructions:

1) Log-in to your myUWG e-mail account.
2) From the myUWG home page, click on the Banweb tab at the top of the page
3) Click Student Services and Financial Aid and then choose Graduate School Degree Candidate Information
4) From the pull down menu choose the semester in which you will graduate and you will be directed to the graduation progress report page.

It is important to check three things on this page: diploma name, major/degree, and degree status.

5. MONITORING DEGREE STATUS/MY UWG E-MAIL: Subsequent audits will be completed during the student's final term and the student is responsible for monitoring his/her degree status on the web. The student must check his/her My UWG e-mail account regularly for important notices and information about the degree status, deadlines and commencement.

6. MEETING FINANCIAL/OTHER OBLIGATIONS: The student is responsible for clearing all financial and other obligations to the University of West Georgia before receiving a diploma or transcript (includes exit interviews for loans).

COMMENCEMENT INFORMATION

For general information about commencement, purchasing your cap/gown/hood, graduation announcements, commencement photographs, etc. go to www.westga.edu/registrar.