

# TERM LIMIT/INTENT TO GRADUATE FORM

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All requirements for a graduate program must be completed within six years of the effective term of admission to a program. Candidates eligible for graduation must signify their intention by completing and submitting to the Graduate Office an Intent-to-Graduate form. Students completing a Master's degree or Ed.S. program must include a check for the \$15.00 Commencement fee. The fee covers the cost of the diploma, invitations and other expenses associated with graduation. Deadlines for filing are:

- **March 15** for a May graduation
- **June 15** for an August graduation, and
- **October 15** for a December graduation.

If candidates plan to participate in the May Commencement, they will need to complete a regalia order form and pay the cost of the cap, gown and hood. Both forms are available in the Graduate Office or candidates may request to have them mailed to them.