

Graduation Instructions

EASTERN KENTUCKY UNIVERSITY The Office of Graduate Education and Research

1. If there are changes to your planned program, you must obtain a *Change in Planned Program* form from your advisor for course substitutions, transfer credits, and committee member changes.
2. Please indicate the exact graduation date you wish to be considered for. You must contact the Graduate School as soon as possible if your graduation plans change.
3. Make sure your graduation application is submitted by the deadline.
4. Have you scheduled comprehensive exams? The application for graduation must be filed before scheduling or taking comprehensive exams.
5. Students who receive an *Incomplete* as a grade will be placed on hold. All coursework and required items must be completed and on file by the end of semester in which you plan to graduate.
6. Information regarding cap, gowns, and commencement can be obtained from the Registrar's web site at www.registrar.eku.edu.
7. The \$40 graduation fee is due upon submission of this application. You can make your payment to the Student Accounting Services or have your student account billed.
8. Degree candidates must complete the Graduate Degree Survey and print out the Completion Verification Form immediately after completing the survey to be submitted to the Graduate School Office.





Graduate Education & Research
Office of the Dean & Associate
Vice President for Research
Graduate School
gradschool@eku.edu

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

SSB 310, CPO 68
521 Lancaster Ave.
Richmond, KY 40475
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Fax: 859-622-2975

APPLICATION FOR GRADUATION

Please Print:

Term you wish to be considered for graduation: Year _____ (Check one) Fall Spring Summer

EKU ID Number _____

Name as you would like it to appear on your diploma:

First

Middle

Last

Address where diploma is to be mailed: (Mailed approximately 6 - 8 weeks after commencement)

Street or P.O. Box Number

City

State

Zip

E-mail address: _____

Phone number where you can be reached during the day: (_____) _____ - _____

Please check the type of degree program you will be completing:

___MAED ___MA ___MAT ___MSN ___MS

___MBA ___MPA ___MPH ___MM

___Specialist in Psychology ___Specialist in Education

Write the name of the degree program with any concentrations

Are you planning on attending Commencement? Yes No

I have read and meet the requirements listed on the Self-Check Form attached to application and as stated in the Graduate Catalog:

Student Signature

Date



SURVEY OF GRADUATE DEGREE CANDIDATES

INSTRUCTIONS FOR COMPLETING

Congratulations on your impending graduation from Eastern Kentucky University!

Welcome to one of the last steps in the graduation application process. The Online Survey of Graduate Degree Candidates will allow you to provide important feedback to Eastern faculty and administrators. It should take less than ten minutes to complete.

Your satisfaction with, and reactions to, your education and student life experiences at Eastern are important to us, and will be used in educational planning.

The survey is completed online and anonymously. Data will be analyzed and reported by groups only, (e.g. by major) and at no time is it possible for your individual responses to be identified or shared with anyone.

Because the survey is anonymous, you must complete the survey in one sitting. You cannot save a partially completed survey for completion at a later time. The only verification that you have completed the survey will be a Completion Verification Form. The Completion Verification Form will be generated by the online survey software after you have completed and submitted your responses to the survey. Pop-up blocker software must be disabled for the Completion Verification Form to be generated. Please disable pop-up blocker software or permit pop-ups for the survey site. **You must print out** the Completion Verification Form immediately after completing the survey and submit it to the Graduate School Office.

The survey is accessed online via: www.ir.eku.edu/survey/graduatedegreesurvey.htm

Remember:

- Completing the survey is mandatory and anonymous.
- The survey should take no more than 10 minutes to complete and must be completed in one sitting.
- Complete the survey online at www.ir.eku.edu/survey/graduatedegreesurvey.htm
- Disable pop-up blocker software or permit pop-ups for the survey site.
- Print out the Completion Verification Form.
- Return the Completion Verification Form to the Office of the Graduate School.

Congratulations and best wishes for future success.

Should you have difficulty accessing the survey or printing the Completion Verification Form, please contact the Office of Institutional Research at 622-2015.