



Graduation Checklist for MA Candidates Taking Comps

IMPORTANT: You must be a registered student during the term in which you graduate. Submit all items listed below no later than their respective deadlines. Failure to meet specified deadlines may result in postponement of your graduation.

- **Application for Graduation [2231].** Upon submission, you will be billed for the \$100 Graduation Fee. Email this form to [academic_affairs @diu.edu](mailto:academic_affairs@diu.edu) **no later than the last day of the 4th week of the term in which you will graduate** (i.e. mid-February for the Spring term, mid-July for the Summer term, or mid-September for the Fall term). The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. Upon approval of the Application for Graduation you will be listed as a degree candidate. If you find that you will not complete your degree requirements within that year, contact the Dean of Academic Affairs and submit a new Application for Graduation for the term in which you will complete your degree program.
- **Application to Schedule Comprehensive Examination [2261].** Email this form, signed by your Graduate Adviser, to [academic_affairs @diu.edu](mailto:academic_affairs@diu.edu) **no later the last day of the 4th week of the term in which you will graduate** (i.e. mid-February for the Spring term or mid-September for the Fall term). You must be enrolled for at least three credits during the term in which the Comprehensive Exam is being taken. The “Comps” are scheduled two to five weeks before the end of the term. Check with your Graduate Adviser for the exact dates for your exams and for guidance in preparing for the exams.
- **Graduation Clearance Form [2232].** Email this form, signed by the Librarian and the Business Manager respectively, to [academic_affairs @diu.edu](mailto:academic_affairs@diu.edu) by the **last day of the term**. The Exiting Student Questionnaire will be sent to you near the end of the term.