

PETITION TO GRADUATE –GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Your completed *Petition to Graduate* should be submitted to the *GSLIS Student Services Center, Room, P-212*, before the appropriate deadline date indicated below. *Incomplete Petitions will be returned to the student.* Petitions received after the deadline may result in a postponed graduation date. A completed *Petition to Graduate* does not constitute a verification of your completed degree/program requirements, which will be determined upon review of your final grades for the semester in which you plan to graduate. *Diplomas will not be ordered for students who do not return their Petition.*

Please print your name CLEARLY and LEGIBLY *exactly as you wish it to appear on your diploma.*

(First)	(Middle)	(Last)
Degree:		
<i>Please check degree you are receiving.</i>		
_____	Master of Science	_____
	Doctor of Arts	_____
		Doctor of Philosophy

<u>Conferral Date</u>	<u>Petition Due Date</u>
_____ January 2010 (coursework completed Fall 2009)	June 15, 2009
_____ May 2010 (coursework completed Spring 2010)	October 1, 2009
_____ August 2010 (coursework completed Summer 2010)	March 15, 2010

Previous Degrees Earned:

College: _____ Degree: _____ *(B.A., B.S., M.A., etc.)*

College: _____ Degree: _____

College: _____ Degree: _____

The following information is for internal use only and will not appear on the diploma:

Home campus:	Academic Program Concentration:
_____ Boston	_____ Archives
_____ South Hadley (GSLIS-West)	_____ Archive/History
	_____ School Teacher Library Program
	_____ Children’s Literature

Commencement:

Do you plan to attend the Commencement ceremony in May 2010? *(Spring 2010 graduates only)* ___ Yes ___ No

If yes, how many guests do you expect will attend? _____

August 2009 and January 2010 graduates will be invited to participate in the May 2010 Commencement ceremony.

Diplomas

Diplomas may be picked up at Commencement 2010 or in the Office of the Registrar two (2) business days after Commencement. For January and August graduates, a postcard will be mailed to you when diplomas are available. A photo ID is required to pick up your diploma. You may also have your diploma mailed to you by sending a request in writing to: Office of the Registrar, Simmons College, 300 The Fenway, Boston, Massachusetts, 02115. Requests must be accompanied by a check or money order for \$10 (made payable to Simmons College) to cover the cost of Certified Mail, which requires a signature upon receipt. ***Requests without a check will not be mailed.***

Student signature: _____ ID # or S.S. #: _____

Email address: _____

(For Office Use Only)

Received	Database
Confirmed	List

PLEASE KEEP THIS PAGE FOR YOUR RECORDS!

COMMENCEMENT CEREMONY

There is only ONE Commencement Ceremony at Simmons College, which is held in May for January and May graduates of the current year. August graduates from the previous year are also invited to attend the May Commencement Ceremony.

Further information about Commencement will be available at <http://www.simmons.edu/commencement> approximately one month prior to the May Commencement ceremony. If you change your mind about attending commencement, please contact the Registrar's Office immediately at 617-521-2111.

DIPLOMA AND TRANSCRIPTS

If you are a Master's degree candidate, your diploma will read "**Master of Science**", not Master of Library and Information Science. Diplomas may be picked up at Commencement 2010 or in the Office of the Registrar two business days after Commencement. For January and August graduates, a postcard will be mailed to you when diplomas are available. A photo ID is required to pick up your diploma. You may also have your diploma mailed to you by sending a request in writing to: Office of the Registrar, Simmons College, 300 The Fenway, Boston, Massachusetts, 02115. Requests must be accompanied by a check or money order for \$10 (made payable to Simmons College) to cover the cost of Certified Mail, which requires a signature upon receipt. *Requests without a check will not be mailed.*

A final official transcript will be provided upon written request, which can be sent to the address above or faxed to the Registrar's Office at 617-521-3144. Each transcript is \$3.

STATEMENT OF GRADUATION

We will be happy to provide a letter stating that all degree requirements have been met and that you will be recommended to receive the degree on the appropriate date. This is often useful for reimbursement or employment purposes prior to the availability of the final transcript. Please email gslisreg@simmons.edu from your Simmons email account with your name, Simmons ID#, information regarding to whom the letter should be addressed, the mailing address of where the letter should be sent, and the date by which the letter is required.

LOCAL PAPER ANNOUNCEMENTS

If you would like an announcement regarding your graduation to be sent to your local paper, please contact Elyse Pipitone, Assistant Director of Public Relations, at elyse.pipitone@simmons.edu or 617-521-2361.

CHANGE OF ADDRESS

If there is a change in your name or address, you can go on to AARC and make this change to your student record. If there has been a change in your job, or job title, we would like to know about it as we job information in our placement statistics. Job or job title changes can be sent to gslis@simmons.edu with this information.

CAREER SERVICES

The Career Education Center (617-521-2488) will be available to assist you in locating a job or a change of job at any time in the future. They can also assist you with establishing a placement file.

ALUMNI RELATIONS

Please keep in touch with Simmons! Visit www.simmons.edu/gslis; to keep up with the latest alumni news and events. To register for "Alumnet", go to: <http://alumnet.simmons.edu/> using your personal ID number, located on your Simmons ID card (and on the mailing label of the Review alumnae/I magazine, just above your name). Upon graduation, you may obtain an alumni card from the Alumnae/i Relations Office (617-521-2321). Having an alumni card will allow you to continue using the library, media center, computer labs, and to obtain MFA passes. For a full list of alumni benefits, go to: <http://alumnet.simmons.edu>. The card may be picked up in person at the Alumni/ae Relations office or by mail.

CONTINUING EDUCATION

Please visit our website at www.simmons.edu/gslis/continuing or e-mail gslisce@simmons.edu. To view our non-degree policy, go to: <http://my.simmons.edu/gslis/resources/forms/policies.shtml#non>.