

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/Certificate:

Please check which you are receiving. _____ Master of Science _____ Doctor of Arts
_____ Doctor of Philosophy _____ Advanced Certificate in Archives Management

Conferral Date

Petition Due Date

_____ January 2011 (coursework completed Fall 2010) August 15th 2010
_____ May 2011 (coursework completed Spring 2011) December 15th 2010
_____ August 2011 (coursework completed Summer 2011) March 15th 2011

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:

_____ Boston
_____ South Hadley (GSLIS-West)

Academic Program Concentration:

_____ Archives
_____ Archives/History
_____ School Teacher Library Program
_____ Children’s Literature

Student signature: _____ Simmons ID #: _____

Email address: _____

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. *"Master of Science" is the professionally accepted degree from our school.* Diplomas may be picked up at Commencement or beginning two (2) business day after Commencement from the Office of the Registrar. 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

Upon your graduation, an announcement is automatically sent to your hometown newspaper regarding achievement. The newspaper receiving your announcement is chosen based on its proximity to the zip code address you provide the Registrar's Office. If you do not want a graduation announcement sent to your local paper or want the announcement sent to a specific paper (i.e. a publication that is further from your home but well-read), please contact Rebecca Brown, Assistant Editor of /In the Loop,/ at rebecca.brown6@simmons.edu or 617-521-2146

CAREER SERVICES -

The Career Education Center is available to assist you in locating a job, changing jobs, and assisting you with establishing a placement file. They can be reached at 617-521-2488.

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