

PETITION TO GRADUATE –SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Your completed Petition to Graduate should be submitted to the **SLIS Student Services Center, Room P-212**, by the appropriate deadline date indicated below.

IMPORTANT: Diplomas will not be ordered for students who do not submit a Petition to Graduate. Submitting a Petition to Graduate does not constitute a verification of completed degree/certificate requirements. This will be determined upon review of your grades from your final semester.

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

(First) (Middle) (Last)

DEGREE

1. Please identify the degree you plan to receive.

_____ Master of Arts _____ Master of Fine Arts _____ Master of Science

_____ DUAL-Degree in _____ **and** _____

_____ Doctor of Philosophy

2. Please identify your academic program. (Master of Science students only)

_____ General _____ Archives _____ School Library Teacher Program _____ Cultural Heritage _____ Information Science & Technology

CERTIFICATE – post-Master’s

1. Please identify your program.

- _____ Advanced Certificate in Archives Management
- _____ School Library Teacher/MA State Licensure
- _____ Instructional Technology/MA State Licensure Endorsement
- _____ Digital Stewardship Certificate
- _____ Certificate in Preservation for Conservators

***HOME CAMPUS** _____ Boston _____ SLIS-West _____ Online _____ Carle Museum

(Program Directors’ Signatures – required for MA/MS Dual-Degree, Post-Master Digital, and Archive Management Certificates **ONLY**)
(*This information is for internal use only and will not appear on the student’s diploma.)

CONFERRAL DATE

Petition Due Date (priority deadline)

_____ January 2018	(coursework will be completed December 2017)	September 29, 2017
_____ May 2018	(coursework will be completed May 2018)	October 31, 2017
_____ August 2018	(coursework will be completed July 2018)	January 31, 2018
_____ October 2018	(coursework will be completed August 2018; exceptions only)	June 1, 2018

Commencement: Students who will finish their degree requirements by May commencement are invited to participate in the ceremony on May 18, 2018. A SLIS student may “walk” in the May Commencement Ceremony if he/she is in good standing (GPA of 3.0) and meets the following conditions: the student has no more than 2 courses left of the course requirements and these courses will be completed and graded no later than the end of Summer Session II (the second week in August). *All grades for August graduates must be posted no later than the end of the 2nd week in August in order to be eligible for August conferral. The actual degree conferral date is the third Friday in August.*

- Will you finish all of your degree requirements by May 2018, and plan to attend the Commencement ceremony on Friday, May 18, 2018?
_____ Yes _____ No
- Will you finish your degree requirements by August 10, 2018 and plan to “walk” in the Commencement ceremony on Friday, May 18, 2018?
(August graduate) _____ Yes _____ No

Diplomas: Diplomas may be picked up at Commencement 2018 or in the Office of the Registrar *two business days* after Commencement; a photo ID is required to pick up your diploma. For January, August and October graduates, diplomas will be mailed to you directly from our printing company **to the Preferred Mailing Address that we have on record for you on your Manage Contact/Emergency Info page in AARC. Please update your address on AARC when you submit your petition**, to ensure that your diploma is sent to the correct place. Replacement diplomas cost \$25, and should be requested in writing from the Office of the Registrar, Simmons College, 300 The Fenway, Boston, 02115.

PREVIOUS DEGREES EARNED

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

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

Student Signature: _____ Simmons ID #: _____

Non-Simmons Email Address: _____

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

COMMENCEMENT CEREMONY

According to College policy, there is only **ONE** Commencement Ceremony at Simmons College, which is held in **May** for January and May graduates of the current year and for August graduates from the previous year. All Master's, post-Master's, and Doctoral candidates are invited to participate in the Commencement ceremony.

You may go to <http://www.simmons.edu/commencement> for detailed information about Commencement approximately one month prior to the May Commencement ceremony.

ALL questions regarding Commencement, caps & gowns, diplomas, etc., should be directed to: commencement@simmons.edu.

DIPLOMAS AND TRANSCRIPTS

Diplomas may be picked up at Commencement. If you do not pick up your diploma at Commencement, you can contact the Office of the Registrar at registrar@simmons.edu to find out when your diploma will be ready for pick-up or for mailing.

A final official transcript will be provided upon written request. To find out the procedure, please contact the Office of the Registrar at 617-521-2100 or email them at registrar@simmons.edu. Each transcript is \$5. Expedited service is an additional cost.

STATEMENT OF GRADUATION

If you require proof of graduation or completion of your post-Master's program **prior** to the availability of your diploma or final transcript, we are happy to provide you with a letter stating that all degree/post-Master's program requirements have been met along with the expected conferral date. This is often useful for reimbursement from an employer or in job-search efforts prior to the availability of the diploma or final transcript. This letter, however, cannot be provided until grades for your final semester have been posted. If this is something you need, please email SSCslis@simmons.edu with your name, Simmons ID#, and the name, title, and address where the letter should be mailed, along with the date by which this letter is required.