



MEMORANDUM

Petition for Graduation

TO: Dr. Richard Morgan, Director of the MSW Graduate Program

FROM: _____
(Faculty advisor's name)

SUBJECT: Petition for Graduation for _____
(Student's name)

DATE: _____

_____ has completed all the
(Student's name)

requirements for the M.S.W. Therefore I am recommending that this student be

considered for graduation in _____ 2017. This preliminary
(Month)

recommendation is made pending final grades and does not constitute clearance for
graduation.

SUMMARY CHECKLIST OF GRADUATION REQUIREMENTS

GRADUATE STUDENTS

Student's Name _____

Student's Initials

1. Master's Project (If applicable completed and signed) _____
2. Petition for Graduation memorandum to the Director of the MSW Graduate Program _____

3. **DECLARATIONS:**

Faculty Advisor's Initials

- A. All requirements are expected to have been met by (check one) ___ May 2017; ___ August 2017 or ___ December 2017. _____
- B. 64 or more credit hours completed (36 for Advanced Standing students) _____
- C. Professional Foundation requirements have been met _____
- D. 16 credits or more have been in Field Education (12 for Advanced Standing students) _____
- E. Elective requirements have been met (*Minimum of 6 Advanced Practice credits*) _____

The above declarations are made pending final grades.

4. Petition for Graduation memorandum to the Director of the MSW Graduate Program _____
5. Transfer Credits (if applicable) _____

Faculty Advisor's Signature

Date