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 requirements for the M.S.W. Therefore I am recommending that this student be considered for graduation in _______________ 2017. This preliminary recommendation is made pending final grades and does not constitute clearance for graduation.

Rev. 2/2017
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:

   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

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