



**EAST STROUDSBURG
UNIVERSITY
of Pennsylvania**

200 Prospect Street
Zimbar-Liljenstein, Rm 154
East Stroudsburg, PA 18301-2999
(570) 422-3536
Email: grad@esu.edu

Graduate College

Application for Graduation

No forms accepted after deadline

DEADLINES:

Winter Graduation (December)	September 15
Spring Graduation (May)	February 15
*Summer Graduation (August)	*May 9

* **SUMMER GRADUATES wishing to participate in a commencement ceremony:** Students completing degrees at the end of summer are permitted to participate in the previous spring or following winter commencement ceremony, with approval of the Graduate Dean. **Please keep in mind, summer graduates wishing to participate in the spring ceremony must follow the spring application deadline.**

Before the deadline...

- | | |
|--|---|
| <input type="checkbox"/> MAKE AN APPOINTMENT with your Graduate Advisor or Coordinator. | <i>It is important that you make an appointment to meet and verify that all graduation requirements will be met as per the appropriate ESU Graduate Catalog and approved Plan of Study. Comprehensive/Oral exams & Thesis requirements must be satisfied as described in the catalog.</i> |
| <input type="checkbox"/> ORDER CAP/GOWN/HOOD from University Bookstore (570-422-3454) if participating in a ceremony. | <i>No student may participate in the ceremony without having ordered a cap/gown/hood. Due to the codified color of the hoods associated with the different disciplines, borrowing from friends or family is not permitted. Please contact the University Store for the deadline for ordering.</i> |
| <input type="checkbox"/> COMPLETE APPLICATION , answer all questions, sign form, & obtain signatures before submitting to the Graduate College. | <i>Please read application carefully and answer all questions.</i> |
| <input type="checkbox"/> SUBMIT COMPLETED FORM to the Graduate College. | <i>Deadlines are strictly enforced to allow time for ordering hoods and printing commencement programs. NO FORMS WILL BE ACCEPTED AFTER THE DEADLINE.</i> |

Commencement Ceremony: Commencement information is mailed to students 3 weeks before ceremony.

Official Transcript:

Official transcript showing conferred degree will be available 4-6 weeks after graduation and upon degree verification. Contact Enrollment Services at records@esu.edu to request official transcript. **The Graduate College does not provide letters of completion.**

Diploma:

Diplomas are mailed 6-7 weeks after graduation, and upon degree verification.

Thesis:

Thesis copies are available for pick-up at the Graduate College approximately 12 weeks after graduation.

To Be Completed by Applicant: (Print name as you would like it to appear on the diploma.)

LAST NAME	FIRST NAME	MIDDLE	STUDENT ID NUMBER
MAILING ADDRESS		CITY	STATE ZIP CODE + 4 DIGITS
PHONE	WORK PHONE	EMAIL ADDRESS	
UNDERGRADUATE DEGREE (EX: B.A., B.S.)	UNDERGRADUATE COLLEGE/UNIVERSITY	YEAR GRADUATED	
Expected Graduation Date for the Master's: Year: ____ Check term below: <input type="checkbox"/> WINTER (Dec) <input type="checkbox"/> SPRING (May) <input type="checkbox"/> SUMMER (Aug) Ceremony Participation: Please select only one of the following choices: <input type="checkbox"/> Participating in winter ceremony <input type="checkbox"/> Participating in spring ceremony <input type="checkbox"/> Not participating in any ceremony		Master's Degree: (Check one) <input type="checkbox"/> M.A. <input type="checkbox"/> M.Ed. <input type="checkbox"/> M.P.H. <input type="checkbox"/> M.S. Academic Major: (Ex: Reading) _____	

Check List:

1. Do you have evidence that a Plan of Study was approved & filed with the Graduate College? ☐ Yes ☐ No
2. Did the Graduate College receive an official copy of your transfer transcript (if applicable), with the transfer course(s) posted on your ESU transcript? ☐ Yes ☐ No
Name of Transfer College/University: _____
3. Did you meet with your program advisor & will you be able to complete all degree requirements by the end of the semester? ☐ Yes ☐ No
4. Is your comprehensive/oral examination scheduled before the end of the semester? ☐ Yes ☐ No
Expected date of examination: _____
5. Is your thesis defense scheduled before the end of the semester? **The information requested below is needed for the commencement program & must be approved by your thesis chair. Information received after November 1 for winter ceremony or April 1 for spring ceremony will not be included in the commencement program.** ☐ Yes ☐ No
Thesis Title: _____
Thesis Chair: _____
6. Have you ordered cap/gown/hood from the University Store? (All participants must have appropriate regalia or they will not be permitted to take part in the ceremony.) ☐ Yes ☐ No

Applicant Signature

Date

Advisor Signature

Date

Graduate Coordinator Signature

Date