



OFFICE OF GRADUATE SERVICES
 FROSTBURG STATE UNIVERSITY
 101 BRADDOCK ROAD
 FROSTBURG, MARYLAND 21532-2303
 301.687.7053
 FAX 301.687.4597

Application For Graduation

To receive diploma in:	May	August	December
Submit application by:	January	May	September

If Thesis is required in your program, the committee-approved thesis must be in the hands of the Graduate Program Coordinator by:

March	July	November
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Instructions for Applying for Graduation

1. Apply for graduation according to the above schedule and return this form to the Office of Graduate Services, 141 Pullen Hall.
2. If M.ED., obtain Program Coordinator’s Signature below and return this form to the Office of Graduate Services.
3. Complete the *Cap & Gown Order Form* (attached) if you are planning to attend a commencement ceremony. Return the Cap & Gown form to the **FSU Bookstore** (301-687-4341) in January, for May graduates; and in August, for August and December graduates.
4. Official transcripts which depict the official award of your degree are issued only by the Office of the Registrar, 140 Pullen Hall (301-687-4736) and must be requested in writing.

Program Coordinator Signature

Required of all Master of Education and Master of Arts in Teaching degree candidates **ONLY**.

 Student’s Name First M.I. Last

 Program Program Completion Date

 Program Coordinator Signature

(OVER)

Diploma and Mailing Information

Name (exactly as it is to appear on the diploma) - please print

Social Security Number

Telephone Number

Local Street Address

City

State

Zip

Home address (if different from above for mailing of diploma)

Name of Degree Program

Check here if a student in Hagerstown or off campus

Area of Concentration (for Master of Education only)

Name and address of employer if you wish for a copy of the graduation letter to be sent when requirements are completed:

Expected Graduation Semester (check one): Fall Spring Summer

Date Requirements will be completed: _____ Month _____ Year

Reminder Note

Cap and Gown order form is sent to the Bookstore (check one): Yes No
Cap and Gown order forms are located on the web at <http://frostburg.collegestoreonline.com/>.