

# Important Graduation Information for Part-Time MBA Degree Candidates

Please read carefully and submit the necessary paperwork and check (if applicable) by these **DEADLINES**:

February Degree*	-	December 1
May Degree	-	April 1
September Degree	-	August 15

\*Note: Students completing all required courses in the Fall or January semesters are anticipated February graduates!

## **INSTRUCTIONS FOR ALL CANDIDATES:**

- In your final semester of your Part-Time MBA Program you will need to complete this form. Grades for courses being taken in your last semester will be reported to the Graduate School at a later date.
- Please submit your Master's Degree Eligibility Form (next page). Please complete, sign, and return to the Isenberg School of Management Graduate Programs Office by the deadline date.

## **FURTHER INFORMATION**

Students wishing to participate in the formal graduation ceremony will need to notify the Graduate School. Please visit [www.umass.edu/commencement](http://www.umass.edu/commencement) and follow links to Graduate Commencement. Commencement exercises occur only in May. Once your Degree Eligibility Form has been processed by the Graduate Degree Requirements Office, information will be mailed to your current address (listed in SPIRE) with details on the commencement.

Caps and gowns are available at the Amherst campus Textbook Annex, in May during the hours of 9am-4pm, Monday-Friday. Please bring some form of picture identification with you (it does not have to be a UMass ID). There will be a reception immediately following the ceremony behind the Mullins Center.



**SECTION C – To be completed by the degree candidate**

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN ON THIS FORM IS CORRECT AND COMPLETE.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

**After signing this form, give it to your Graduate Program Director for verification.**

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**SECTION D - To be completed by Graduate Program Director**

THE INFORMATION FURNISHED BY THE ABOVE NAMED CANDIDATE IN THE     MBA     PROGRAM HAS BEEN VERIFIED FROM DEPARTMENTAL RECORDS AND THE CANDIDATE HAS COMPLETED ALL PROGRAM REQUIREMENTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name typed: Eric N. Berkowitz, Ph.D.

**After signing this form, give to your Department Head/Chair for recommendation of degree.**

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**SECTION E - To be completed by Department Head/Chair**

I RECOMMEND THAT THE ABOVE CANDIDATE BE AWARDED THE \_\_\_\_\_ DEGREE AT THE \_\_\_\_\_ 20\_\_\_\_ DEGREE GRANTING PERIOD.

Signature: \_\_\_\_\_ see above \_\_\_\_\_ Date \_\_\_\_\_

Name typed: Eric N. Berkowitz, Ph.D.

**After signing return this form to Office of Degree Requirements, 534A Goodell Building, by the posted deadline.**

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**INSTRUCTIONS**

Type or print legibly all entries on this form. Mark items "N/A" that do not apply. SECTIONS A, B and C are to be completed by the candidate. For SECTION B, it is strongly recommended that you refer to your unofficial transcript in SPIRE. LIST ONLY THOSE COURSES THAT YOU WISH TO APPLY TOWARD YOUR MASTER'S DEGREE. You may list current courses; simply leave the grade column blank. SECTIONS D and E are to be completed by the department.

**You are responsible for submitting this form, your electronic thesis and signature pages (as outlined below) to the Office of Degree Requirements by the posted deadline.**

Theses are submitted electronically through the ScholarWorks@UMass Amherst submission site at <http://scholarworks.umass.edu/theses>. If that is not possible, please use the traditional paper submission process.

**Electronic Submission**

- Master's Degree Eligibility Form
- Electronic file(s) delivered to the ScholarWorks website
- Two signature pages with original signatures on acid-free paper (white, 8 ½" x 11")

**Paper Submission**

- Master's Degree Eligibility Form
- Two copies of thesis on acid-free paper (white, 8 ½" x 11"), including two original signature pages

If you have any questions regarding the completion of this form, call or visit the Office of Degree Requirements, 534A Goodell Building, during business hours, Monday - Friday, 8:30 a.m. – 5:00 p.m., tel. 413-545-0025.