If you are a current student who has achieved classified standing, there are several steps that you must take in the administrative process required for a Master of Science in Gerontology. Please check with the Graduate Advisor for further details.

- Action initiated by the student
- Action initiated by the university

**GRADUATE STANDING: CLASSIFIED**

- Complete any course prerequisites and/or remove deficiencies.
- Apply for classified standing prior to completion of nine units of study plan course work.
- Consult with Gerontology Program Advisor and develop official study plan.
- Recommendation for classified standing made by Graduate Advisor by sending the signed study plan to the Graduate Studies Office.
- Notification of classified standing granted is sent from Graduate Studies along with a copy of the approved study plan.
- If not received within a reasonable length of time, contact the Sociology Department Graduate Advisor or the Graduate Studies Office.

**COMPLETION OF REQUIREMENTS**

- Apply for graduation prior to the beginning of the final semester. Specific deadlines are listed in the current Class Schedule and posted on the Graduate Studies website. The grad check form is available at the Admissions and Records Service Center and the Graduate Studies Office. A graduation processing and diploma fee of $115 will be paid to the university cashier with the application for graduation.
- Consult the Department Graduate Program Advisor to confirm final requirements for the degree.
- Complete thesis or project.
- Obtain committee approval for thesis or project.
- If applicable, submit thesis to university thesis reader by deadlines listed in the Class Schedule and on the Graduate Studies website.
- Thesis reader signs “Thesis Approval Form”.
● Take approved copy of thesis with “Thesis Approval Form” to the bookstore (Titan Shops Copy Center) and make arrangements for binding, microfilming and publication of the abstract. The cost is currently $155 plus $65 if copyright is desired.

◊ Final, approved study plan, with recommendation, sent by the Department Graduate Program Advisor to the Graduate Studies Office.

◊ A copy of the Grad Check Review Form is sent to the student showing the advisor’s recommendation.

◊ Preliminary audit completed by Graduate Studies Office staff. The student’s study plan is checked for pending grades and completion of any other requirements.

● Deposit approved copy of thesis or project in academic department.

● Complete all general and specific requirements, other than final course examinations, by the last day of classes in order to assure granting of the degree by the end of the semester.

◊ Final verification of completion of requirements sent by the Graduate Studies Office staff to the registrar.

◊ Notification of award of degree received from registrar approximately ten weeks after the end of the semester.