



**SECTION D**

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN ON THE REVERSE SIDE IS CORRECT AND COMPLETE.

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

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

**SECTION E – To Be Completed By Graduate Program Director**

THE INFORMATION FURNISHED BY THE ABOVE NAMED CANDIDATE IN THE \_\_\_\_\_ PROGRAM HAS BEEN VERIFIED FROM DEPARTMENTAL RECORDS.

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

Name Typed: \_\_\_\_\_

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

**– To Be Completed By:**

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

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

Name typed: \_\_\_\_\_

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

**INSTRUCTIONS**

Type or print legibly all entries on this form. Mark items as “N/A” that do not apply.

SECTION A – Information requested is self-explanatory.

SECTION B – Items 1 to 4 should be taken from your academic records which are available in the Graduate Records Office, 534 Goodell Building (413.545.0024), or from your departmental file.

SECTION C – It is recommended that you obtain an unofficial transcript from the Graduate Records Office for your reference I completing this form. List only those courses which you wish to apply toward your master’s degree. You may list courses which you are currently taking, simply leave the grade column blank.

**If courses, grades (with the exception of the current semester), or transfer credits are missing from your transcript, be sure to resolve the problem before the deadline for submitting this form.**

SECTION D - Sign and date this form and give it to your Graduate Program Director.

SECTION E - To be signed by the Graduate Program Director and Department Head/Chair and forwarded to the Graduate School.

**You are responsible for submitting this form and other required forms and fees to the Office of Degree Requirements, 534A Goodell Building. Forms must be received by the posted deadlines. Revised 12/3/03**