

Georgetown College
Graduation Candidates in the LBD Master of Arts in Education

(Check one) August Graduate _____ December Graduate _____

Ceremony will be in August @ 3:00 (location to be announced)

Reception following graduation ceremony

Procedures

- _____ 1. Exit interview with advisor or at one of the scheduled exit meetings.
 _____ Date of meeting
- _____ 2. Complete (Application for Graduate Degree).
 On the application, please record your height. Graduation regalia are "one size fits all." You may want to order an XL or 2XL.
 Due: NOW!! --to the Graduate Office
- _____ 3. Complete the TC-1 Form.
 Complete Parts A & C on Page 1;
 all of Page 3, and
 Part A of Page 5.
 Due: NOW!! --to the Graduate Office.
 The Graduate Office will send the TC 1 to EPSB along with official transcript when all courses are completed and the portfolio is passed. A letter will be sent notifying you. At this time use the electronic pay system to pay the \$50 fee to EPSB.
 There is a renewal fee for processing the TC-1 required by the EPSB to the Graduate Candidate of \$50. EPSB will make this determination and bill the student BEFORE issuing the certificate.
- _____ 4. Graduate Portfolio Submission to Graduate Office (Electronic Submission using G-Portfolio)
 August 2012 Graduates: Portfolios due by **May 25, 2012**
 December 2012 Graduates Portfolios due December 4, 2011
 Passing this will allow us to process your certificate upgrade.
- _____ 5. **Praxis Status:** Taken and passed the Praxis Tests (20353 and 20371/or 10542) and scores provided to Dr. Jones' office. [The Graduate Office (LBD) MUST have a copy of the scores.]
- _____ 6. **KTIP status**
 I have already done KTIP. Date/location/placement. You must provide a copy of the KTIP committee report to the LBD office.
 I have not done KTIP and will be doing it during 2011-12 school year.
 I have not started the KTIP at all.
- _____ 7. Courses Still To Be Completed:

- _____ 8. Permission to contact employer for exit follow-up. "I do hereby give Georgetown College permission to contact my employer for any data on your performance that is necessary for the Education Unit Accreditation."

Printed Name: _____

Signature: _____

Date: _____

Email: _____