INFORMATION SHEET
Master’s Degree Graduation Application

GRADUATION DATE:  **Friday, August 27, 2010**

Information for graduation application for the **Master of Education**, the **Master of Science**, and the **Master of Tourism and Hospitality Management** degrees is listed below. The master’s application form can be accessed and printed from the following link:


1. The deadline date for filing your graduation application is **Tuesday, June 1, 2010**.

2. Be sure to complete the application for graduation on both sides. If your Degree Completion Option is Practicum (Internship), please write it in the box since this option is not included on the form.

3. Please be aware that your name will be printed on your diploma exactly as it appears on Temple University’s OwlNet system. (Please log onto the system prior to submitting your application to see how your name is listed on the system.) There are three exceptions to this policy: (1) if you have a middle initial listed on the system, you can have your middle name spelled out; (2) if your middle name is spelled out, you can have only your initial printed on your diploma; and (3) you can include a symbol over a letter in your name. Please indicate your preference on the application form. Any other name changes, such as marriage names or nicknames, must be changed officially by filling out the proper paperwork with the University.

4. Students are required to have been registered for **one** of the **Summer Sessions 2010** in order to graduate in **August**.

5. Two final copies of your Master’s **THESIS** must be submitted to the Graduate School **four (4) weeks** after your defense, or by **Monday, August 2, 2010** (whichever is earlier). A third copy must be submitted to the Associate Dean’s Office in the School of Tourism and Hospitality Management.

6. A final copy of your Master’s **PROJECT** must be submitted to the Associate Dean’s Office in the School of Tourism and Hospitality Management by **Monday, August 2, 2010**.

7. If you have incompletes (Is, NRs, or MGs) on your transcript, they **MUST BE CHANGED BEFORE YOU MAY GRADUATE**.

8. If you are transferring graduate credit, the deadline date is **Monday, August 2, 2010**. NOTE: All work presented for the degree, including transfer of credits, must have been completed within four (4) years.
9. **DELINQUENCY:** All outstanding books must be returned to Paley Library, all equipment must be returned to the Equipment Room (Pearson Hall), all fines must be paid, and all other financial matters (such as unpaid tuition and Exit Interviews) must be taken care of prior to receiving your degree.

10. **FEES:** The graduation fee is **$45.00** for all students and is mandatory. There is a **$25.00 late fee** for all applications submitted after the deadline. The application for graduation will not be accepted without proof of payment.

11. Your application for graduation should be made in person. When submitting your materials in person, take your payment to the Bursar’s Office, first floor, Carnell Hall. You will be provided with two (2) copies of your paid Treasurer’s Receipt. Bring one (1) copy of your paid receipt, along with your completed application for graduation, to the Associate Dean’s Office, School of Tourism and Hospitality Management, Suite 111 Speakman Hall, 1810 North 13th Street. **Applications for graduation will not be accepted by the School of Tourism and Hospitality Management without a paid receipt from the Bursar’s Office.**

    **PLEASE NOTE:** If you are unable to pay your application and/or mailing fee in person, please mail your check or money order, payable to “Temple University,” directly to: The Bursar’s Office, Temple University, 1803 N. Broad Street, Philadelphia, PA 19122. Either include a copy of your graduation application with your check or money order, or a separate sheet with your name, Temple ID number, address, and telephone number. Also reference the School of Tourism and Hospitality Management to ensure that the receipt gets sent back to the School. **DO NOT MAIL YOUR PAYMENT TO THE SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT.**

    Payment may be made in the form of a check or money order made payable to Temple University, cash, or credit card (surcharges will be added to credit card payments). (If paying by mail, do not send cash or credit card information.)

12. **REAPPLICATION:** There are three (3) graduation periods: January, May, and August. A graduation application is good for three (3) consecutive graduation periods. **If you have not graduated after three (3) periods have passed, you must file a new application.** See the Graduate School’s website for the deadline to apply for graduation for that semester. You will not need to pay the graduation fee again. However, please keep your copy of the Treasurer’s Receipt. It will be required as proof that the necessary fees have been paid when you submit your new application for graduation.