

EXIT INSTRUCTIONS AND MATERIALS

Whether or not you decide to participate in the actual ceremony, it is very important that you carefully read the enclosed material thoroughly. This packet contains the **mandatory** documentation to officially exit from Wesleyan upon successful completion of your degree requirements.

All graduate students must officially exit, in person, through the Office of Graduate Student Services.

If you have any questions concerning the contents of this packet, or exit requirements in general, please call or drop by the office.

EXITING PROCEDURES FOR MASTER OF ARTS CANDIDATES

- ***Before your Oral Exam, a “Response Form” must be submitted to the Office of Graduate Student Services indicating the date and time your Oral Exam is to take place. Your exit interview is 48 hours after your Oral Exam.***

FORMS TO BRING WITH YOU TO YOUR ORAL EXAMINATION:

- ◆ “Approval of Thesis for Master of Arts Degree” Form
- ◆ “Master of Arts Oral Examination” Form

It is the **student’s responsibility** to bring these forms to the Oral Examination. You will find a copy of each form in your Master of Arts Exit Packet. **These forms are to be returned to the student and then brought to the Office of Graduate Student Services for their scheduled exit interview.**

WHAT TO BRING WITH YOU WHEN YOU OFFICALLY “EXIT” THROUGH THE OFFICE OF GRADUATE STUDENT SERVICES:

- ◆ Two “Wesleyan” copies of your thesis on 25% cotton fiber bond paper (20 lb)
- ◆ Your checkbook
- ◆ Completed “Approval of Thesis for Master of Arts Degree” Form
- ◆ Completed “Master of Arts Oral Examination” Form

All Checks are made out to: *OGSS, Wesleyan University*

DEADLINES

If you anticipate completing all degree requirements in time for Commencement, you should be aware of the following important deadlines. Please take into account that all graduating students must officially “exit” through this office.

April 2nd, 2010: Approved Final Title Form (from Exit Packet) for Thesis or Dissertation due in Graduate Office by 4:00 p.m. Be aware that after this date, titles cannot be changed. This form must be **typed and signed** by your Faculty Advisor. Commencement Participation Form, and Degree Verification Form is due in Graduate Office by 4:00 p.m.

April 2nd, 2010: M.A. Oral Exams begin April 2nd and end May 4th. **Two** final versions of the thesis are due in the Graduate Office within **48 hours** of Approval. **Original** Exam and Approval forms are also due at this time. Response Forms (when your MA Oral exam is taking place) must be returned to Office of Graduate Student Services **no later than April 9, 2010.**

May 7th, 2010: LAST POSSIBLE DAY to submit M.A. Theses and /or Ph.D. Dissertations (Due in this office by 4:00 p.m.).

The Committees for the M.A. Oral Examinations are designated by department Chairs in cooperation with Research Advisors. A second and third reader should be a member of the department faculty member, but need not be. **Two copies of the thesis must be submitted within 48 hours after the scheduled oral.** All fees for binding are due at this time. Included in this packet are the M.A. Oral Examination Form and Response Form. **Response forms** are due back to OGSS no later than **April 9th, 2010**, so appointments for exiting can be scheduled.

Commencement is held in the morning with a rehearsal of all graduate students prior to the procession. **All students wishing to participate in the Commencement ceremony on Sunday, May 23, 2010, must attend the mandatory rehearsal in Woodhead Lounge, Rm 184 Exley Science Center.**

There will also be a post-Commencement Champagne Reception in Woodhead Lounge for family, friends and Faculty Mentors.

If you have any questions, or would like any additional information, please stop by the office. Please keep us informed of your plans.

The Office of Graduate Student Services and the Graduate Council ask that you read the enclosed materials as soon as possible. If you have any questions, please call Barbara W. Schukoske at extension 2224. It is extremely important that you are clear about what is expected of you as you finalize the requirements for your degree, if it is being awarded at Commencement on May 23, 2010.

Enclosed you will find the following documents which should be read carefully:

- Candidate's calendar – April – May 2010
- Approved Title Document Form
- Margins – Paper – Binding – Fees
- Participation & Rehearsal Form Reply
- Degree Verification Form
- Approval of Thesis
- Master of Arts Oral Examination Form
- Response Form

Reminder:

Each candidate is expected to deposit TWO copies of the Thesis with the Office of Graduate Student Services BEFORE exiting. Both copies are to be printed on Minimal 20-lb. Weight, 25% cotton fiber paper. For M.A. candidates, these two copies are due in the Graduate Office within 48 hours after the Oral Exam/Approval. Any other copies are considered “personal” copies and are handled separately solely by the student. Ordering personal copies of your thesis can be done at www.Acmebook.com

Composition of Examination Committee:

Each examination committee is to be designated by the department chairperson with the graduate student's research advisor. The second reader should be a member of the department and chair the examination and thesis committee. The third reader will usually be a department faculty member, but need not be. The thesis must be acceptable and approved before an oral examination is granted to the student.

2010**2010****APRIL**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---|-----------|
| | | | | 1 | 2 Approved Final Title for Thesis Or Dissertation, Commencement Participation. Form, and Degree Verification due in OGSS by 4:00 p.m. MA. Oral Exam Begin | 3 |
| 4 | 5 M.A. Oral Exams | 6 MA. Oral Exams | 7 M.A. Oral Exams | 8 M.A. Oral Exams | 9 M.A. Oral Exam | 10 |
| 11 | 12 M.A. Oral Exams | 13 M.A. Oral Exams | 14 M.A. Oral Exams | 15 M.A. Oral Exams | 16 M.A. Oral Exams | 17 |
| 18 | 19 M.A. Oral Exams | 20 M.A. Oral Exams | 21 M.A. Oral Exam | 22 M.A. Oral Exam | 23 M.A. Oral Exams | 24 |
| 25 | 26 M.A. Oral Exams | 27 | 28 | 29 | 30 | |

2010

2010

MAY

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|------------------------------|--|-----------|-----------|---|-----------|
| | | | | | | 1 |
| 2 | 3 M.A. Oral Exams | 4 M.A. and Ph.D. Exams End at 5:00 p.m. | 5 | 6 | 7 ^{Ph.D.} Dissertations Due in Grad Office by 4:00 p.m. <i>LAST DAY to submit documents</i> | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 Commencement (Graduation Rehearsal Before Ceremony) | 24 <hr/> 31 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

WESLEYAN UNIVERSITY

NAME: _____

APPROVED TITLE OF DOCUMENT

Faculty Adviser's Signature: _____

My title, **typed** below in its **exact** state, is approved and will not be changed from the original title page submitted for binding. I understand that this information will be printed in the Commencement Program (Archive shelving).

*Note: typing out title on the computer and taping it to this form is recommended.

Full Title

Shortened Title (if applicable)

YOU MUST RETURN THIS FORM IN PERSON TO THE GRADUATE OFFICE NO LATER THAN APRIL 2nd, 2010 AT 4:00 P.M. TO HAVE YOUR TITLE INCORPORATED INTO THE OFFICIAL COMMENCEMENT PROGRAM.

WESLEYAN UNIVERSITY

CANDIDATES FOR MASTER OF ARTS

REQUIREMENTS FOR THE WRITING OF THE THESIS

The candidate is required to present TWO copies of the thesis (or fully completed project of creative work) to the Office of Graduate Student Services when formally “exiting”. **The last day to hand in documents is Friday, May 7, 2010 by 4:00 p.m. M.A. theses are due in the Graduate Office within 48 hours of the oral exam.** A thesis or project submitted must have written approval (on forms provided by this office) of not less than two instructors in the appropriate department. **Theses are to be neatly and accurately printed or typewritten, on letter-size bond paper, with accurate pagination.**

Margins: Inner Margin: One and one-half inches (1 ½”)
Outer, Upper and Lower Margins: One and one-quarter inches (1 ¼”)

Paper: Both copies are to be printed or typewritten on **minimum 25% cotton fiber bond paper of a 20-pound weight**. The color choices range from cream to pure white. Archival Type preferred.

Binding: Two copies (original and second copy for Wesleyan archives) of unbound thesis **should be submitted in its own manila envelope, taped closed with a copy (not the original) of the title page taped to the envelope.** After the oral examination and the commencement ceremony, each copy of the thesis will be bound at a cost of \$15.00 (subject to change without notification). Thesis over 300 pages total will be bound at an additional cost for binding of \$22.50. CD pockets or jewel cases for thesis are available for an extra charge of \$25.50 for CD pockets and \$31.50 for jewel cases (per Thesis includes binding fee). For 4” DVD cases the cost is \$34.00 per copy including binding fee.

NOTE: The two copies for Wesleyan are distributed to Olin Library and disbursed thereafter.

It is expected that, in the composition of the thesis, the student will observe the procedure current in her/his major field of study for the publication of the results of research. (S)he should keep in mind the importance of precision and clarity in the use of English, as well as actions and conventional methods of documentation. The thesis should contain enough general material to make it understandable to graduate students and faculty members in allied fields.

A sample title page is included in this packet.

SAMPLE OF TITLE PAGE

Wesleyan ♦ University

FROM ADMISSION TO EXITING:
THE GRADUATE STUDENT EXPERIENCE
AT WESLEYAN UNIVERSITY

By

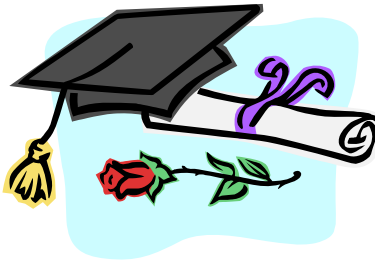
Barbara Winter Schukoske

Faculty Advisor: Dr. Allison M. Insall

A Dissertation submitted to the Faculty of Wesleyan University in partial fulfillment of the
requirements for the degree of Master of Arts

Middletown, Connecticut

May 2010



PARTICIPATION IN COMMENCEMENT

TO: Prospective Graduate Degree Recipients

RE: Participation in Formal Graduation Ceremony and Rehearsal on Sunday, May 23, 2010.

MANDATORY Post-Commencement address:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

_____ I will participate in rehearsal prior to the ceremony on May 23, 2010, held in Woodhead Lounge, Rm. 184 Exley Science Center.

I will have my name read at the ceremony and march with my group, having bought academic attire.

*******OR*******

_____ I will **not** be participating in rehearsal and will not march in the ceremony on May 23, 2010. My diploma may be forwarded to me at the above address, along with my transcript indicating the awarding of my degree.

PLEASE RETURN THIS FORM TO THE OGSS BY FRIDAY, APRIL 2nd, 2010

DEGREE VERIFICATION FORM

TO: Prospective 2010 Degree Recipients

FROM: Office of Graduate Student Services

RE: Legal Name and Degree Verification

Please indicate your legal name (please PRINT clearly) as you want it to appear on your diploma and in the Commencement Program.

(First Name) (Middle Name) (Last/Family Name) (Jr., III, VI –if applicable)



DEGREE VERIFICATION

(This is information of degree awarded PRIOR to Wesleyan)

Type of *Last Degree Received*: _____
please list one only (examples: B.A., B.S., M.A. etc.)

Year Awarded: _____

Institution: _____
(please indicate country, if outside of U.S.)

Signature: _____

Please return the Degree Verification form no later than 4:00 p.m. on April 2nd. 2010!!

WESLEYAN UNIVERSITY
MASTER OF ARTS ORAL EXAMINATION

NAME: _____

DATE: _____ TIME: _____

COMMITTEE MEMBERS PRESENT:

ORAL EXAMINATION GRADE: _____

THESIS GRADE: _____

ADVANCED RESEARCH GRADE: _____

Voted to recommend the candidate for the degree of Master of Arts in _____

Has successfully completed his or her program of study.

Circle one: Yes No

Chairperson of Examination

WESLEYAN UNIVERSITY

APPROVAL OF THESIS FOR MASTER OF ARTS DEGREE

CANDIDATE: _____

TITLE OF THESIS: _____

I/We approve this thesis and recommend that it be accepted as a partial fulfillment of the requirements for the degree of Master of Arts in

_____.

Advisor of Thesis Research

Second Reader from Department
And Chair of Exam

Third Reader

Date: _____

RESPONSE FORM- Return no later than April 9, 2010 to
Barbara Schukoske, Office of Graduate Student Services

RE: Scheduling Dates for M.A. Oral Examination Period:
Friday, April 2nd through Tuesday May 4th, 2010.

DEPARTMENT CHAIR: _____

DEPARTMENT: _____

DATE: _____

DESIGNATED COMMITTEE FOR: (name of candidate)

WILL BE:

RESEARCH ADVISER: _____

CHAIR OF EXAMINATION: _____

THIRD MEMBER: _____

**DATE OF
EXAMINATION:** _____

TIME: _____

LOCATION: _____

IMPORTANT NOTICE!!!

YOU MUST PAY YOUR STUDENT
ACCOUNT IN FULL TO RECEIVE
YOUR DIPLOMA AND OFFICIAL
TRANSCRIPT.

Failure to do so will result in a hold on
your diploma. Your diploma and official
transcript will only be released to you
once your student account has been paid
in full.

