

PETITION TO GRADUATE –SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Your completed Petition to Graduate may be submitted to the **SLIS Student Services Center, B-210N**, emailed to SSCslis@simmons.edu, or mailed to SLIS Student Services Center, Simmons University, 300 The Fenway B-210N, Boston MA 02115.

IMPORTANT: Diplomas will not be ordered for students who do not submit a Petition to Graduate. Submitting a Petition to Graduate does not constitute a verification of completed degree/certificate requirements. This will be determined upon review of grades from your final semester.

Please print your name CLEARLY and LEGIBLY exactly as you wish it to appear on your diploma.

(First) (Middle) (Last)

DEGREE

1. *Please identify the degree you plan to receive.*

_____ Master of Science

_____ DUAL-Degree (MA and MS) in _____ and _____

_____ Doctor of Philosophy

2. *Please identify your academic program. (Master of Science only)*

_____ Archives _____ Cultural Heritage Informatics _____ Information Science & Technology _____ Libraries and Librarianship

_____ School Library Teacher _____ Design Your Own

CERTIFICATE – post-Master’s

1. *Please identify your program.*

_____ Advanced Certificate in Archives Management

_____ School Library Teacher/MA State Licensure

***HOME CAMPUS** _____ Boston _____ SLIS-West _____ Online _____ Carle Museum

(*This information is for internal use only and will not appear on the student’s diploma.)

(For MA/MS Dual Degree Children’s Literature students, Children’s Literature Program Director Signature)

CONFERRAL DATE

_____ January 2024 (coursework will be completed December 2023)
_____ May 2024 (coursework will be completed May 2024)
_____ August 2024 (coursework will be completed August 2024)

Petition Due Date

July 1, 2023
October 1, 2023
February 1, 2024

Commencement: Students who will finish their degree requirements by May commencement are invited to participate in the ceremony.

- Do you plan to attend the Commencement ceremony in May 2024? _____ Yes _____ No

Diplomas: Diplomas may be picked up at Commencement 2024 or in the Office of the Registrar *two business days* after Commencement; a photo ID is required to pick up your diploma. For January and August graduates, diplomas will be mailed to you directly from our printing company **to the Preferred Mailing Address that we have on record for you in Workday. Please update your address in Workday when you submit your petition**, to ensure that your diploma is sent to the correct place. Replacement diplomas cost \$25.00 and should be requested in writing from the Office of the Registrar, Simmons College, 300 The Fenway, Boston, 02115.

PREVIOUS DEGREES EARNED

College: _____ Degree: _____ (e.g., B.A., B.S., M.A., etc.)

College: _____ Degree: _____ (e.g., B.A., B.S., M.A., etc.)

Student Signature: _____ Simmons ID #: _____

Non-Simmons Email Address: _____

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

COMMENCEMENT CEREMONY

According to College policy, there is only **ONE** Commencement Ceremony at Simmons College, which is held in **May** for August graduates of the previous year, and January and May graduates of the current year. All Master's, post-Master's, and Doctoral candidates are invited to participate in the Commencement ceremony.

You may go to <http://www.simmons.edu/commencement> for detailed information about Commencement approximately one month prior to the May Commencement ceremony.

ALL questions regarding Commencement, caps & gowns, diplomas, etc., should be directed to: commencement@simmons.edu.

DIPLOMAS AND TRANSCRIPTS

Diplomas may be picked up at Commencement. If you do not pick up your diploma at Commencement, you can contact the Office of the Registrar at registrar@simmons.edu to find out when your diploma will be ready for pick-up or for mailing.

A final official transcript will be provided upon written request. To find out the procedure, please contact the Office of the Registrar at 617-521-2100 or email them at registrar@simmons.edu. Each transcript is \$5. Expedited service is an additional cost.

STATEMENT OF GRADUATION

If you require proof of graduation or completion of your post-Master's program **prior** to the availability of your diploma or final transcript, we are happy to provide you with a letter stating that all degree/post-Master's program requirements have been met along with the expected conferral date. This is often useful for reimbursement from an employer or in job-search efforts prior to the availability of the diploma or final transcript. This letter, however, cannot be provided until grades for your final semester have been posted. If this is something you need, please email SSCslis@simmons.edu with your name, Simmons ID#, and the name, title, and address where the letter should be mailed, along with the date by which this letter is required.