

# PETITION TO GRADUATE

## GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Students must return completed Petition to Graduate forms to the GSLIS office, room P111, before the appropriate date indicated below. *Incomplete petitions will be returned to the student.* Petitions received after the deadline may result in a postponed graduation date.

\* \* \* \* \*

Please clearly print your name exactly as you wish it to appear on your diploma:

\_\_\_\_\_  
First Middle Last

**Degree:**

*Please check degree you are receiving.*

\_\_\_\_\_ Master of Science                      \_\_\_\_\_ Doctor of Arts                      \_\_\_\_\_ Doctor of Philosophy

**Conferral Date:**

\_\_\_\_\_ January 2009 (coursework completed fall 2008)

\_\_\_\_\_ May 2009 (coursework completed spring 2009)

**Petition due date:**

September 19, 2008

September 19, 2008

*Diplomas will not be ordered for students who do not return their petitions.  
Late petitions may delay diploma availability.*

**Previous Degrees Earned:**

College: \_\_\_\_\_ Degree: \_\_\_\_\_ (B.A., B.S., M.A., etc.)

College: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Degree: \_\_\_\_\_

**The following information is for internal use only and will not appear on the diploma:**

*Home campus:*

\_\_\_\_\_ Boston  
\_\_\_\_\_ South Hadley

*Academic Program Concentration:*

\_\_\_\_\_ Archives  
\_\_\_\_\_ School Library Teacher

**Commencement:**

Do you plan to attend the Commencement ceremony in May 2009? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many guests do you expect will attend? \_\_\_\_\_

**Diplomas:**

Diplomas may be picked up at Commencement 2009, or in the Office of the Registrar two business days after Commencement. For January and August graduates, a postcard will be mailed to you when diplomas are available. A photo ID is required to pick up your diploma. You may also have your diploma mailed to you by sending a request in writing to: Office of the Registrar, Simmons College, 300 The Fenway, Boston, Massachusetts, 02115. Requests must be accompanied by a check or money order for \$10 (made payable to Simmons College) to cover the cost of Certified Mail, which requires a signature upon receipt. Requests without a check will not be mailed. Replacement diplomas cost \$35.

Student signature: \_\_\_\_\_ ID # or S.S. #: \_\_\_\_\_

Email address: \_\_\_\_\_

For Office Use Only:

REC: \_\_\_\_\_ CON: \_\_\_\_\_ DB: \_\_\_\_\_ LST: \_\_\_\_\_

## PLEASE KEEP THIS PAGE FOR YOUR RECORDS!!!

### COMMENCEMENT

Commencement is held in May for January and May graduates of the current year as well as August graduates from the previous year. Approximately one month prior to the May ceremony, further information will be available at <http://www.simmons.edu/commencement>. If you change your mind about attending commencement, please contact the Registrar's Office immediately at 617-521-2111.

### DIPLOMA AND TRANSCRIPTS

If you are a master's degree candidate, your diploma will read Master of Science, not Master of Library Science. Diplomas may be picked up at Commencement or in the Office of the Registrar two business days after Commencement. For January and August graduates, a postcard will be mailed to you when diplomas are available. A photo ID is required to pick up your diploma. You may also have your diploma mailed to you by sending a request in writing to: Office of the Registrar, Simmons College, 300 The Fenway, Boston, Massachusetts, 02115. Requests must be accompanied by a check or money order for \$10 (made payable to Simmons College) to cover the cost of Certified Mail, which requires a signature upon receipt. Requests without a check will not be mailed. Replacement diplomas cost \$35.

A final official transcript will be provided upon written request, which can be sent to the address above or faxed to the Registrar's Office at 617-521-3144. Each transcript is \$3.

### STATEMENT OF GRADUATION

We will be happy to provide a letter stating that all degree requirements have been met and that you will be recommended to receive the degree on the appropriate date. This is often useful for reimbursement or employment purposes prior to the availability of the final transcript. Please email [gslisreg@simmons.edu](mailto:gslisreg@simmons.edu) from your Simmons email account with your name, Simmons ID number, information regarding to whom the letter should be addressed, and date by which the letter is required.

### LOCAL PAPER ANNOUNCEMENTS

If you would like an announcement regarding your graduation to be sent to your local paper, please contact Elyse Pipitone, Assistant Director of Public Relations, at [elyse.pipitone@simmons.edu](mailto:elyse.pipitone@simmons.edu) or 617-521-2361.

### CHANGE OF ADDRESS

If there is a change in your name, address, job, or job title, we would like to know about it. We also appreciate job information as we use it in our placement statistics. Please email [gslis@simmons.edu](mailto:gslis@simmons.edu) with this information.

### CAREER SERVICES

The Career Education Center (617-521-2488) will be available to assist you in locating a job or a change of job at any time in the future. They will also assist in establishing a placement file. Please feel free to utilize their services once you have registered for placement assistance.

### ALUMNI RELATIONS

Please keep in touch with Simmons! To keep up with the latest GSLIS news and events, visit [www.simmons.edu/gslis](http://www.simmons.edu/gslis); to keep up with the latest alumni news and events, register on Alumnet - <http://alumnet.simmons.edu/>. It is simple to register; all you need is your personal ID number, located on your Simmons ID card (and on the mailing label of the *Review* alumnae/i magazine, just above your name). In addition, upon graduation, an alumni card can be obtained from the Alumnae/i Relations Office (617-521-2321). The card enables you to continue to use the library, media center, computer labs, and to obtain MFA passes (see <http://alumnet.simmons.edu/> for a full list of benefits). The card may be picked up in person at the Alumni/ae Relations office or by mail if you are registered on Alumnet.

### FURTHER COURSEWORK

CONTINUING EDUCATION: To register for online and face-to-face continuing education workshops, please visit our website at [www.simmons.edu/gslis/continuinged](http://www.simmons.edu/gslis/continuinged) or e-mail [gslisce@simmons.edu](mailto:gslisce@simmons.edu).

COURSES IN GSLIS: Please view the non-degree policy at: <http://my.simmons.edu/gslis/resources/forms/policies.shtml#non>