Dear «First_Name»,

You are receiving this letter because Rackham Academic Records & Dissertations (OARD) has received notification that you have applied for graduation for August, 2010 from your masters or certificate program. Please read all information below.

The Graduate School and your Department/Program have now begun an official audit of your degree requirements. It is the student’s responsibility to see that all requirements are met and recorded. Therefore, it is very important that you provide accurate information and meet all deadlines. The following information will aid you in completing the process to graduate.

IMPORTANT DEADLINES: All program and Graduate School requirements (including transfer of credit, dual/joint election forms, etc.) must be completed approved and appear on your transcript by the last day of classes (August 17, 2010) in order that your degree be conferred. Final grades must be submitted by instructors 72 hours after the last day of exams.

CONDITIONAL ADMISSION: If your undergraduate degree is not from the University of Michigan, review your U-M transcript to verify that your undergraduate degree has been posted to your record. Go to Wolverine Access and look at the end of your U-M transcript for your undergraduate school name, degree citation (B.A., B.S., etc.) and the date received. If any of this information does not appear, contact Rackham Admissions.

TRANSFER OF CREDIT: The deadline for completing the transfer of credit is the last day of classes in the term you have applied for graduation. Since transferring credit takes time, see your graduate program administrator or the Rackham Graduate School Academic Policies immediately for further information. If you are transferring credit to your academic record, you must follow the Graduate School procedure as described in the Rackham Graduate School Academic Policies on the Rackham website at www.rackham.umich.edu/current-students/policies/academic-policies.

DUAL/JOINT DEGREES: If you are in a dual/joint degree program (not including doctoral degrees) you must submit the correct dual/joint election form for Rackham approval before the last day of classes in the term you have applied for graduation. To access these forms, please visit our website: http://www.rackham.umich.edu/current_students/masters_students.

DEGREE CITATION: Be certain that you have applied for the correct degree/diploma (M.A., M.S., M.S.E., etc.). Confer with your graduate program office if you are uncertain.

GRADE REPORTING: If you are currently enrolled, you should inform your instructors in which term you expect to graduate so that late grade reporting is avoided. This is especially important if electing Law School courses.

A University diploma will be mailed to you approximately 12 weeks after conferral. Degree postings will appear on your official transcript approximately one month after the last day of classes.

If you have questions about your academic requirements please contact your Program.

Best Wishes and Congratulations!

Please visit our website at www.rackham.umich.edu/current-students/policies/masters-students.