

Non-thesis Master's Program Guidelines

The following guidelines indicate the timetable that should be followed by the full-time student wishing to complete the Non-thesis Master's degree in four semesters. Starting Fall 2012, this is the primary option for the M.S. in Chemistry. Also consult the Florida Tech catalog and the Graduate Programs Policy Manual (<http://www.fit.edu/grad-programs/policies.php>).

I. **Qualifying Exams and Program Plan.** Entering students are expected to have had a minimum of one year each of undergraduate organic chemistry, physical chemistry, analytical/instrumental analysis, and inorganic chemistry. Departmental qualifying exams may be offered in these fields to entering students. On the basis of these exams or their background, students may be required to take appropriate course work and earn a C or better. The Placement Committee or the advisor, if chosen, will prepare a [Master's Degree Program Plan](#) which must be on file in the Department before 9 credit hours of graduate work are completed (See the attached example form). This plan can be modified later. Any request for transfer credit evaluation by the Department Head must be made during the first semester. Up to 6 credit hours of 4000-level (3000-level non-chemistry) coursework may be included in the program plan, but the [Permission for Graduate Student to Take Undergraduate Course](#) form must be submitted to the Registrar's office before registration. The [Graduate Request to Study at Another Institution & Transfer Credits](#) form can be submitted to the Graduate Programs office to include these undergraduate courses in the graduate GPA. The student must register for Chemistry Graduate Seminar (CHM 5900) each semester.

II. **Selection of Advisor and Advisory Committee.** During their first semester, students meet informally with faculty members (minimum of three) to learn about the various research interests. Based on these interviews, an advisor is generally selected during the first semester with the concurrence of the advisor and the department head.

With the assistance of the advisor, the Advisory Committee is nominated. This committee consists of the advisor as chair and at least two additional members, one of whom must be a full-time Graduate Faculty member outside the chemistry department. The department head must approve this committee. An [Establishment of Master's Committee](#) form (attached sample) must be completed with the signatures of all committee members and filed with the Office of Graduate Programs. The committee serves in an advisory capacity throughout the remainder of the student's master's program and is responsible for formally evaluating the student's progress.

III. **CHM 5095 Chemical Research Projects.** The student must prepare and present a proposed research project to the Advisory Committee. This serves as the final program examination for the degree. Although your advisor will give you assistance, the majority of the effort will be yours. You will need to do extensive literature work and become familiar with materials, equipment and techniques, many of which may be new to you. The project may take other forms, such as creating or revising experiments in our undergraduate courses.

The proposal serves the purpose of explaining the intended research in sufficient detail for the advisor and advisory committee to evaluate it. A good research proposal can take many forms but in general it should be a well-organized, well-documented statement of a scientific problem and an equally well-supported proposed solution. The proposal should include a thorough literature survey, a clear statement of the problem, the proposed research, and a timeline for completion of the project. The techniques and equipment to be used should be described. In addition, if any unusual techniques (e.g., not previously used at Florida Tech) or special items of equipment (e.g., equipment which must be purchased, constructed or borrowed) or special facilities (e.g., located off campus) are required, or if there are any other unusual features of the proposed research, detailed descriptions must be provided. The finished proposal should be an example of your best effort. It should be typed and neat in appearance with numbered pages. (See the attached Guidelines for Research Proposal for the title page and more details.) Submit a copy of the proposal to each of the committee members at least seven days prior to the meeting.

An [Oral Exam Announcement](#) must be sent to the Office of Graduate Programs at least two weeks in advance of the exam date (see example attachment). Please note that any delay in scheduling and completing the final exam by the deadlines established by the University may require the student to delay graduation until the following term. At the proposal meeting the committee will either approve the proposal, or require alterations before approval. If the proposal is not acceptable, you will be given instructions as to the proper course of action. Examination questions may relate to your course work as well as your proposal.

IV. **Petition to Graduate.** To avoid a late fee, the [Petition to Graduate Form](#) (attached) along with the Master's Degree Program Plan (attached) must be filed with the Registrar before the [deadline](#), generally early in the semester before the semester of graduation.

CHM5095 CHEMICAL RESEARCH PROJECTS

A. RESEARCH PLANNING (week 1 and 2)

- Choice of research area and topic
- Define specific goals/aims
- Brief literature search of research area (SciFinder, Google, others)
 - o Identify what has been done, and what remains to be done
- Research Proposal Outline

B. BASIC SKILLS (week 3 and 4)

Become acquainted with the chemistry and/or instrumentation required for your proposed research

C. LITERATURE REVIEW (week 5-13)

- Conduct a thorough literature review of the research of interest
- Collect all relevant articles
- Address the areas that still need further development
- Propose means to undertake such a challenge

D. FINAL PROGRAM EXAM (week 14-15)

- Write a final research proposal (see below) (10-15 pages)
- Oral Presentation to your **graduate committee** (40 minutes) and defense. This must be accompanied by an examination report, completed and signed upon successful completion of the defense.

The sections above will contribute to the final grade for this course as follows: (A, B, C) 30%, D written 40%, oral 30%.

Guidelines for Research Proposal

The proposal should provide a clear statement of the proposed research, in sufficient detail to allow a meaningful review by the student's research committee. The proposal should be 10-15 pages (double-spaced) in length with numbered pages.

The following organization is suggested:

Title Page. See example on next page.

Statement of Proposed Research. Include a clear concise statement of what the specific research is intended to accomplish and its significance. (1page)

Introduction. A review of what is known about the subject relevant to the proposal, critically evaluating the existing knowledge and identifying the gaps that the project is intended to fill. Use references as appropriate. (4 - 5 pages)

Outline of experimental Approach. Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Discuss the potential difficulties and limitations of the proposed procedures, considering alternative approaches. (4 - 6 pages)

Summary. Discuss the expected outcomes and how they relate to the goals of the project. (1 - 2 pages)

Timeline. Itemize the proposed research tasks, including the writing of the dissertation, with estimated dates for each so that you and the committee have a realistic idea of the length of time required to complete your degree. (1 page)

References. List only those cited in the proposal.

Title of Proposal
in Initial Capitals Only

by

Your Complete Name
Bachelor of Science, University of Florida

A proposal
submitted to the Department of Chemistry and
Florida Institute of Technology
in partial fulfillment of the requirements
for the degree of

Master of Science
in
Chemistry

Approved by

(Name), Ph.D., Committee Chairperson
Associate Professor, Department of Chemistry

Date

(Name), Ph.D.
Assistant Professor, Department of Chemistry

Date

(Name), Ph.D.
Associate Professor, Department of (Name)

Date

Proposal Title Page

When It's Your Turn To Give A Seminar:
Some Do's and Don'ts

1. Set up a plan for the talk. Ensure that:
 - (i) You Make the aim of the work clear at the beginning.
 - (ii) You present results clearly.
 - (iii) You interpret the results so that the audience can see how the work done leads to the understanding (or new methodology) sought.
2. If you decide to include non-technical material (e.g. photos of equipment, co-workers, etc.), it should go at the end of the talk. Non-technical material is not required.
3. Slides/overheads should be clearly legible. Typed lettering on artwork should be avoided because it is usually illegible on slides prepared from the artwork.
4. "Mixed media" presentations are harder to follow. Generally a seminar is best given entirely from transparencies or entirely from slides.
5. Do not make slides or overheads of typescript and then read that to the audience.
6. Time the talk. It should be 30-40 minutes. If you are significantly over or under that length of time (i.e.> 10 minutes) you will make a negative impression on the audience.
7. Make it clear to the audience when you have finished the talk. Offer to answer questions.
8. **REHEARSE THE TALK BEFOREHAND.** Have the slides/transparencies ready before rehearsals and go over the talk just as you plan to give it. Recruit an audience - other students in your group or in the department and your supervisor.
9. Do not present excessive data. It simply serves to add confusion. Negative results can be meaningful and may be included where appropriate.

**NON-THESIS STUDY PROGRAM
 MASTER OF SCIENCE IN CHEMISTRY
 8031**

NAME: _____

UNDERGRADUATE	DEFICIENCIES (C or better)	DATE	GRADE	CREDIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<u>CORE CHEMISTRY</u>				
CHM 5500	ADVANCED ORGANIC CHEMISTRY	_____	_____	3
CHM 5304	ADVANCED ANALYTICAL CHEMISTRY	_____	_____	3
CHM 5111	ADVANCED PHYSICAL CHEMISTRY	_____	_____	3
CHM 5002	ADVANCED INORGANIC CHEMISTRY	_____	_____	3
<u>ELECTIVE COURSES</u> (one course maximum may be non-chemistry)				
_____	_____	_____	_____	3
_____	_____	_____	_____	3
_____	_____	_____	_____	3
_____	_____	_____	_____	3
_____	_____	_____	_____	3
_____	_____	_____	_____	3
CHM 5095	CHEMICAL RESEARCH PROJECTS	_____	_____	3
CREDIT TOTAL				30

PLACEMENT EXAMS:

ANALYTICAL _____

INORGANIC _____

ORGANIC _____

PHYSICAL _____

Master's Program Checklist (Thesis)

Student _____ Student Number _____ Program _____

- | <u>Date Completed</u> | <u>Requirement</u> | | | | | | | | | | | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-------------|---------------|-----------|---------------|
| 1. _____ | Admitted to Master's Degree Study (Policy 1.1) | | | | | | | | | | | | |
| 2. _____ | Master's Degree Program Plan filed one month before 9 semester hours completed (Policy 1.3.1) <ul style="list-style-type: none"> • Separate Program Plan Approved for each additional degree (Policy 1.3.2) • Submit "Permission to Enroll in Undergraduate-Level Course" prior to registering for each 3000- or 4000-level (not deficiency) course included in Program Plan (Policy 1.9) | | | | | | | | | | | | |
| 3. _____ | Master's Committee established & approved IN WRITING by Major Advisor, Academic Unit Head, and Office of Graduate Programs (OGP) (Policy 1.5) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 40%; border-bottom: 1px solid black;"></td> <td style="width: 15%;">Dept</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"></td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Outside Mbr</td> <td style="border-bottom: 1px solid black;"></td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> | Name | | Dept | | | | | | Outside Mbr | | | |
| Name | | Dept | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Outside Mbr | | | | | | | | | | | | | |
| 4. _____ | Thesis Registration (at least 3 hours every semester except the last semester per deadlines in Pol 4.10): <ul style="list-style-type: none"> • Required minimum GPA of 3.0 to initially register for Thesis (XXX 5999) • Required every semester thereafter (including summer) until OGP accepts minimum five copies of thesis (Policy 1.4.1) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 25%;">Sem _____</td> <td style="width: 25%;">Credits _____</td> <td style="width: 25%;">Sem _____</td> <td style="width: 25%;">Credits _____</td> </tr> <tr> <td>Sem _____</td> <td>Credits _____</td> <td>Sem _____</td> <td>Credits _____</td> </tr> <tr> <td>Sem _____</td> <td>Credits _____</td> <td>Sem _____</td> <td>Credits _____</td> </tr> </table> | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ |
| Sem _____ | Credits _____ | Sem _____ | Credits _____ | | | | | | | | | | |
| Sem _____ | Credits _____ | Sem _____ | Credits _____ | | | | | | | | | | |
| Sem _____ | Credits _____ | Sem _____ | Credits _____ | | | | | | | | | | |
| 5. _____ | Print and bring to OGP several sample pages from each section of Thesis for initial format/layout check. <ul style="list-style-type: none"> • Sample Title Page, Signature Page, Table of Contents, pages with tables, figures, photos etc, References, Appendices | | | | | | | | | | | | |
| 6. _____ | Petition to Graduate submitted to Registrar (at least 21 weeks prior to graduation date.) Confirm submission deadline in "Academic Calendar". Late fee if petition is submitted past the deadline. <ul style="list-style-type: none"> • <u>Recommend</u> paying binding/publishing fees at the time the Petition to Graduate is submitted to the Registrar. | | | | | | | | | | | | |
| 7. _____ | Thesis distributed to Committee for review at least 2 weeks prior to defense (Policy 1.6.1.2). Visit OGP for full format check. | | | | | | | | | | | | |
| 8. _____ | Thesis Seminar (if any — department requirement, not graduate policy) | | | | | | | | | | | | |
| 9. _____ | Thesis Defense Announcement ("the yellow form") submitted to the OGP at least 2 weeks prior to defense date. (<u>Unannounced defenses are illegal and must be held again!</u>) (Policies 1.6.2 and 1.6.3) | | | | | | | | | | | | |
| 10. _____ | Go to http://www.fit.edu/grad-programs/forms.php to access and complete Thesis Acknowledgment for Submission to Scholarship Repository of Florida Institute of Technology. For information about the Scholarship Repository go to http://libguides.lib.fit.edu/thesis or specific questions, contact Hmiller@fit.edu | | | | | | | | | | | | |
| 11. _____ | Thesis Defense (Policy 1.6.3) | | | | | | | | | | | | |
| 12. _____ | Payment of <u>Binding</u> fee (required 5 = \$100, extras @ \$20 each) | | | | | | | | | | | | |
| 13. _____ | Bring <u>entire Thesis</u> to OGP to check compliance with requirements PRIOR to making copies. <ul style="list-style-type: none"> • Make certain that title on Title page matches title on Signature page. | | | | | | | | | | | | |
| 14. _____ | Submit to the Office of Graduate Programs: <ul style="list-style-type: none"> • At least 5 copies of Thesis in individual unsealed envelopes (per announced OGP deadline) • Completed Thesis Acknowledgment for Submission to Scholarship Repository of Florida Tech (optional, but recommended) | | | | | | | | | | | | |
| 15. _____ | Submit Thesis pdf to Evans Library for inclusion in Scholarship Repository of Florida Tech (optional, but recommended): <ul style="list-style-type: none"> • Prepare pdf file of <i>FINAL</i> Thesis with <i>unsigned</i> Signature Page. File name must include your name and graduation year. Example: Jones_Mary_2015_Thesis.pdf • Submit pdf to Evans Library at http://etd.lib.fit.edu/ (see item 10 above). | | | | | | | | | | | | |

As required by graduate policy (1.5 - 1.5.3), the following advisory committee is established for the student named on this form.

NAME _____ DATE _____
Last First Middle

FIELD OF STUDY _____ STUDENT ID NO. _____

DEGREE PROGRAM _____ MAJOR CODE _____

OPTION (select one) Thesis Nonthesis

TITLE OF THESIS _____

COMMITTEE MEMBER NAME	COMMITTEE MEMBER DEPARTMENT	COMMITTEE MEMBER SIGNATURE
Major Adviser _____ <small>Type / Print Clearly</small>	Academic Unit _____	Signature _____
Outside Member _____ <small>Type / Print Clearly</small>	Academic Unit _____	Signature _____
Other Member _____ <small>Type / Print Clearly</small>	Academic Unit _____	Signature _____
Other Member _____ <small>Type / Print Clearly</small>	Academic Unit _____	Signature _____
Other Member _____ <small>Type / Print Clearly</small>	Academic Unit _____	Signature _____

STUDENT SIGNATURE _____ DATE _____

APPROVALS / CONFIRMATION

APPROVED _____ DATE _____
Academic Unit Head

Document Reviewed _____ DATE _____
Office of Graduate Programs

APPROVED _____ DATE _____
Director, Graduate Programs

This form is used to request study at another institution and record those courses, and to request the transfer of credits taken at another institution. Fill and print before submitting to the appropriate academic unit head for signature. The student must arrange for an official transcript to be sent by the other institution directly to the Florida Tech Office of the Registrar.

STUDENT ID NO. _____ MAJOR CODE _____ CAMPUS _____
Use student number assigned by Florida Tech, not Social Security number

NAME _____ LOCAL PHONE NUMBER _____
Last First Middle

ADDRESS _____
Street/Apt No.

_____ City State ZIP

ESTIMATED GRADUATION SEMESTER _____ Include only courses less than seven years old at time of graduation

CREDIT IS REQUESTED FOR THE FOLLOWING GRADUATE COURSES Taken To be taken During _____ Term(s)

COURSE NUMBER	CREDITS	QUARTER/ SEMESTER	GRADE	TITLE/DESCRIPTION	INSTITUTION WHERE TAKEN	APPROVED YES / NO

I understand that I must earn / have earned a grade of B or better in each course for which I am requesting transfer credit and that I must have OFFICIAL transcripts covering the requested courses on file with the Florida Tech Office of the Registrar.

Student Signature _____ Date _____

COURSE NUMBER (From above)	FLORIDA INSTITUTE OF TECHNOLOGY EQUIVALENT		TRANSFER CREDIT GRANTED
	COURSE NUMBER	TITLE	
TOTAL TRANSFER CREDIT GRANTED			

APPROVED: _____
Academic Unit Head Date

_____ Date
Director, Graduate Programs

_____ Process Date
TCE Office

Florida Institute of Technology ■ Office of the Registrar

THIS FORM MUST BE SUBMITTED TO YOUR ACADEMIC UNIT FOR APPROVAL AND SUBMITTED TO THE REGISTRAR'S OFFICE BEFORE REGISTERING FOR THE COURSE. Fill out student information and course information and consult with your major advisor. Complete SECTION A OR B before submitting for final approval/signatures.

STUDENT INFORMATION

STUDENT NAME _____ DATE _____
Last First

STUDENT ID NO. _____ TERM _____ MAJOR CODE _____

STUDENT PHONE NO. _____ STUDENT EMAIL _____

UNDERGRADUATE COURSE REQUESTED

Requested term for registration _____

_____ CRN Prefix Course No. Section _____ Course Title

COURSE DEPARTMENT _____ INSTRUCTOR _____ CREDITS _____

SECTION A: Undergraduate Course Requested for Graduate Credit *Request course instructor to complete justification and sign form. If endorsed by the course instructor, take form to your major advisor for justification and signature. Only the course listed on this form may be used toward satisfaction of master's/PhD/DBA graduation requirements as per graduate policies 1.9 and 2.2.2.*

PERMISSION AND JUSTIFICATION BY COURSE INSTRUCTOR *(Instructor of record for term requested for registration)*

Describe advanced work/standards student will complete beyond those required for an undergraduate in the course *(attach additional sheets as necessary):*

Instructor _____ Date _____

PERMISSION AND JUSTIFICATION BY ACADEMIC MAJOR ADVISOR *(attach additional sheets as necessary; include copy of form in student file)*

Why is it academically appropriate for the student to take the undergraduate course for graduate credit instead of taking a graduate course?

Student *(requesting course)* _____ Date _____

Academic Major Advisor _____ Date _____

Academic Unit Head *(student's major department)* _____ Date _____

Director, Graduate Programs _____ Date _____

SECTION B: Undergraduate Course Requested to fulfill deficiency or for personal enrichment

- Course is to be used to satisfy deficiencies in my graduate degree program. I understand it cannot be applied toward my graduate degree requirements.
- Course is requested for personal enrichment only. I understand it cannot be applied toward my graduate degree requirements.

Student *(requesting course)* _____ Date _____

Academic Major Advisor _____ Date _____

OFFICE USE ONLY

PROCESSED BY _____ DATE _____

NAME _____ STUDENT ID NUMBER _____
Last First Middle

MAILING ADDRESS _____
Apt. No. Street City State ZIP Code

DEGREE PROGRAM _____ ACADEMIC UNIT _____

TERM GRADUATION EXPECTED _____ CATALOG YEAR REQUIREMENTS USED FOR PROGRAM PLAN _____

MAJOR CODE _____ *Any change to this plan must be submitted and approved by the academic advisor before approval to graduate will be granted.*

For transfer credit(s), list Florida Tech equivalent with School Attended in parentheses; indicate "T" in Grade column. Approval of this program plan does not imply approval of transfer credits.

DEFICIENCIES	FLORIDA TECH COURSE NO.	FLORIDA TECH COURSE TITLE	SEMESTER CREDITS	GRADE	
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

1.				
2.				
3.				
4.				
5.				
6.				

Student _____ Date _____ Academic Unit Head _____ Date _____

Academic Advisor _____ Date _____

DATE OF EXAMINATION _____

CURRENT (not anticipated) OVERALL GPA from Banner _____

CURRENT (not anticipated) PROGRAM GPA (Calculated if different. Banner does not show.) _____

Graduate Policy 1.6.2 requires M.S. students have *both* an overall *and* program GPA of greater than or equal to 3.0 at the time the examination is administered.

NAME _____ STUDENT NO. _____ MAJOR CODE _____
Last (Family) First (Given)

DEGREE PROGRAM _____ ACADEMIC UNIT _____

At least one box in each area below MUST be selected:

1) DEGREE TYPE (Required)

- Educational Specialist (Ed.S.)
- Master's (all types)
- Doctor of Philosophy (Ph.D.) / Doctor of Business Administration (DBA)
- Doctor of Psychology (Psy.D.)

2) TEST MODE (Required) Written Oral* Both* (*Oral examination was announced the week of _____)

3) TEST TYPE (Required)

- Dissertation Defense Doctoral Comprehensive or Master's Final Program Examination (Max. Doc. Comp., 2; max. M.S. FPE, 3)
- Thesis Defense Preliminary
- Doctoral Research Project or Master's Design Project

4) RESULT (Required) Passed Failed

5) ATTEMPTS (Required) First Second Third

6) Title of Dissertation/Doctoral Research Project/Thesis/Research or Design Project OR Subject(s) of Final Program Examination

Dissertation/Thesis/Research or Design Project Course Number _____ Number of hours of P to be credited per Program Plan _____

7) Committee administering examination and/or approving dissertation/DRP/Thesis/Research or Design Project

Major Advisor's Typed Name	Academic Unit	Signature
Outside Member's Typed Name	Academic Unit	Signature
Other Member's Typed Name	Academic Unit	Signature
Other Member's Typed Name	Academic Unit	Signature
Other Member's Typed Name	Academic Unit	Signature
Other Member's Typed Name	Academic Unit	Signature

APPROVALS

APPROVED (Academic Unit Head) _____ Date _____

DOCUMENT ACCEPTED (Office of Graduate Programs) _____ Date _____

COMPLIES WITH POLICY (Director, Graduate Programs) _____ Date _____

Dissertation/DRP/Thesis/Research or Design Project ONLY Waivers Attached No Waivers on File NA

TO: OFFICE OF GRADUATE PROGRAMS, Crawford 302, (321) 674-8137

Submit NO LATER THAN 14 days before defense/examination

FROM Department/Program Date Approval Signature of Department Head/Program Chair (REQUIRED) Date

STUDENT NAME ID NUMBER MAJOR CODE GPA

STUDENT PHONE STUDENT E-MAIL

Do NOT use this form to announce proposal conferences or written examinations of any type.

- checkbox Ph.D./DBA or DRP Defense checkbox M.S. Thesis/Design Project/Portfolio checkbox M.S. Oral Final Program Examination checkbox Ph.D./DBA Oral Comprehensive checkbox Ed.S. Final Program Examination

TITLE OF DOCUMENT (Please use initial capitalization so acronyms are easy to identify. Underline words to be italicized.)

Empty box for title of document

Please schedule during normal business hours: DATE TIME PLACE

Below, TYPE/PRINT committee members' names, using correct title (Dr., Mr., Ms., etc.) Signatures are not necessary.

Committee Members:

Major Advisor Dept./Prog.

Outside Member Dept./Prog.

Other Committee Member Dept./Prog.

Dept./Prog.

Dept./Prog.

Dept./Prog.

FOR OFFICE USE ONLY

Prep by

Wk of

SHADEGR EM

STUDENTS MUST PASS DEFENSE/EXAMINATION BY THE NEXT-TO-LAST MONDAY IN ORDER TO GRADUATE CURRENT TERM

DATE _____ STUDENT ID NUMBER _____

NAME _____ MAJOR CODE _____
Last First Middle

MAILING ADDRESS _____
Apt. No. Street City State ZIP Code

DEPARTMENT _____ DEGREE PROGRAM _____

CATALOG YEAR _____ GRADUATION TERM _____

An appropriate catalog year, graduation term date and advisor signature must be included on this form before approval to graduate will be granted.

COURSE / REQUIREMENT LISTED BY NAME IN CATALOG / DEGREE PROGRAM COURSE PREFIX/NUMBER/TITLE REQUIRED	SEMESTER CREDITS	COURSE TAKEN FOR SUBSTITUTION <i>(the substituted course you want applied to your degree program)</i> COURSE PREFIX/NUMBER/TITLE REQUIRED	SEMESTER CREDITS

REASON FOR REQUEST _____

Student Signature _____ Date _____

APPROVED

Academic Advisor _____ Date _____

Academic Unit Head _____ Date _____

PETITION TO GRADUATE

FIRST PETITION RE-PETITION (originally petitioned for _____ term)

Attach PROGRAM PLAN (graduate) or PROGRAM OF STUDY (doctoral).

CAMPUS _____ STUDENT ID NO. _____ DATE _____

Name below **MUST appear as listed in Florida Tech student database.** NOTE: Candidate's name will be printed on the diploma as it appears in the Florida Tech student database.

NAME _____
Last First Middle

LOCAL MAILING ADDRESS _____
Street/Apt. No. City State ZIP

LOCAL TELEPHONE _____ HOME TELEPHONE _____ WORK TELEPHONE _____

I AM PETITIONING FOR GRADUATION AT THE END OF _____ *Semester/Year*. *University Catalog year* _____ applies for major.

I EXPECT TO COMPLETE THE REQUIREMENTS FOR THE (Check one)

AA AS BA BS EdS MA MAT MBA MEd MPA MS MSA DBA PhD PsyD GCP (Grad. Cert.)

DEGREE* IN _____
**May be Graduate Certificate Major/Title Major Code Academic Major Advisor/Off-Campus Site Representative Signature Date*

_____ *Minor/Title Minor Code Academic Minor Advisor Signature Date*

*Student Signature** Date*

****By signing this petition form, I agree to my name, degree awarded and honors information appearing in all public graduation lists.**

In the event my diploma must be mailed to an address different from that shown above, please mail my diploma to:

Street/Apt. No. City State ZIP Country

- Check one I will participate in commencement exercises:
- at the main campus. **Summer candidates may participate in FALL COMMENCEMENT ONLY.**
 - at the off-campus site listed at the top of this form.
- I will NOT participate in the commencement exercises.

It is the student's responsibility to order regalia directly from the university bookstore located on the Melbourne campus. For additional information, contact the bookstore at (321) 674-8042 or visit <http://fit.bkstore.com>.

GRADUATE STUDENT INFORMATION (Required)

Previous Degree(s):

Undergraduate _____
Name of Degree and Major Name of School, State/Country where earned

Graduate _____
Name of Degree and Major Name of School, State/Country where earned

PAYMENTS

Late Fee _____ Paid-Date _____ Receipt No. _____ Amount _____

Florida Institute of Technology ■ Office of the Registrar

150 West University Boulevard, Melbourne, FL 32901-6975

Extended Studies Students: Contact Your Site Director ■ Melbourne Campus Students: (321) 674-8116 ■ Fax (321) 674-7827