



# DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

## GRADUATION CHECKLIST

This *Graduation Checklist* is due to the DSPT Registrar's Office no later than November 1 for fall graduation or April 1 for spring graduation. You must have already filed a *Statement of Intent to Graduate* indicating fulfillment of all degree program requirements.

**Please Note:** *It is the student's responsibility (or designated proxy) to gather all signatures before turning this form in to the Registrar. The graduation fee will appear in Populi after this form is submitted.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Thesis Coordinator/ Academic Advisor: \_\_\_\_\_

*I certify that the student named above has completed a financial aid exit interview or no interview is required.*

Director of Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the student named above has discharged all financial obligations.*

Chief Financial Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GTU Librarian-Circulation Desk: \_\_\_\_\_ Date: \_\_\_\_\_

*The student named above has filed the Statement of Intent to Graduate form.*

DSPT Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Office:**

Graduation Fee Received

Graduation Fee Posted in Populi

Date: \_\_\_\_\_ Initials: \_\_\_\_\_