

CERTIFICATE CHECKLIST

Procedure	Date
<input type="checkbox"/> Submitted the online application for certificate program.	
<input type="checkbox"/> Paid the \$75.00 application fee.	
<input type="checkbox"/> Submitted official transcripts via an evaluation service.	
<input type="checkbox"/> Submitted the application essay.	
<input type="checkbox"/> Submitted letters of recommendation.	
<input type="checkbox"/> Received an acceptance letter.	
<input type="checkbox"/> Completed all required courses.	
<input type="checkbox"/> Submitted the application for graduation on PAWS.*	
<input type="checkbox"/> Submitted the pink-form application for CQ.	

MASTERS CHECKLIST

Procedure	Date
<input type="checkbox"/> Submitted the online application for Master's program.®	
<input type="checkbox"/> Received an acceptance letter.	
<input type="checkbox"/> Completed all required courses.	
<input type="checkbox"/> Submitted the application for graduation on PAWS.*	
<input type="checkbox"/> Paid the \$100 graduation fee.	

*Deadlines:		®Waivers:
Submit Application In...	To Graduate In...	Students who did NOT complete the certificate before applying to the Master's program must also submit the application fee, transcripts, essay, and letters of recommendation.
November – January	May	
January – February	August	
March – September	December	