

Dear Graduating Loyola MSW Students:

Congratulations! If you are nearing the end of your MSW degree program at Loyola, it is time to submit your application for Graduation (Due October 15th). The application begins the formal review of your degree requirements. An application is required even if you do not intend to attend a ceremony or celebration.

Loyola University has one commencement each year, in May. **A student may walk in the May ceremony if** degree requirements were completed by the prior January or if the student is enrolled in the courses to complete the degree requirements in the first summer session immediately following May graduation. In these situations, the student's diploma reflects the date degree requirements. All students completing degree requirements by May, will have the date of graduation as the date of degree completion.

Students who complete their MSW degree requirements in the fall term may also attend the Completion of Degree Celebration in December. The Loyola MSW students at Carthage who complete their degree requirements in the Second Summer Semester may participate in the Degree Celebration at Carthage, however, may attend the May or December events if they meet the above criteria.

If it appears that you will not complete your degree in this academic year (by the end of the second summer term) you should withdraw your application in writing and resubmit another next year at this time.

Check List :

_____ Complete the application for Graduation and submit this to the School of Social Work
Lewis Towers, 12 floor, Attn: Assoc, Dean of Students by October 15th

_____ Review the MSW requirements for your concentration with your advisor during fall advising.

_____ **Review your transcript for degree requirements, grades and recorded classes:**

- Total graduate credit hours listed on the final transcript need to equal 55. (*This includes credits accepted by the Associate Dean for Academics as transfer credit, credits allowed for advanced standing and credits accepted for course equivalencies; fractions of hours are not rounded*) .
- Be sure transfer credit hours given for advanced standing are recorded on your transcript. *Dual Degree students who have taken courses outside of the School of Social Work are responsible for providing transcripts to the School of Social Work. **Submit an official transcript for all transfer credit not recorded to the Associate Dean of Academics in the School of Social Work by December 1st prior to graduation.***
- A minimum of 28 hours of the final hours must be taken at Loyola's Graduate School of Social Work
- Cumulative GPA must be 3.00 or better is required for graduation
- Grades of "D" do not count for the required courses but will be computed in the GPA
- It is your responsibility to contact instructors if you have grades of "I" for the grade to change in time for your degree to be conferred.
- Be sure that All Field Work classes "SWFI" required for your degree are listed on your transcript with the final grade.

_____ **Honors**

Students in the MSW program are not awarded honors since the required GPA for graduation is a 3.0, most students in the program have above a 3.5 GPA which is required for honors.

_____ **Graduation Ceremonies** (for information see: <http://www.luc.edu/commencement/>)

- The December Celebration for Completion of Degrees in January will be held Saturday, Dec. 17 at 4 p.m. in **Madonna della Strada Chapel**
- The School of Social Work Graduation will be on May 21' 2005 at 3pm on the Lake Shore Campus in the Gentile Center. Tickets will not be required for the graduation ceremony..