

Institute for Clinical Social Work
GRADUATION CHECKLIST

To be signed by the appropriate Staff and Faculty

ALL OF THE FOLLOWING MUST BE ON THE FILE BEFORE GRADUATION

Name of Student _____ Date _____

Credit Review

Student Progression Coordinator _____ Date _____

____ 38 classroom credit hours (35 if student's first year was on or before Fall 1999)
minimum 3.0 GPA

____ All required classes have been completed.

____ There are no INCOMPLETES on file.

____ 18 clinical practicum credit hours

____ All Case Study credits have been correctly fulfilled.

____ All Case Study Evaluations are appropriately signed and in student file.

____ All Case Treatment credits have been correctly fulfilled.

____ All Case Treatment Evaluation forms are appropriately signed and in student file.

____ All Case Treatment Summaries are signed and in student file.

____ Case Presentation requirements were fulfilled.

____ All Case Presentation documentation is appropriately signed and in student file.

____ Four Independent Studies completed.

____ Dissertation Progress Reports submitted.

Dissertation Review

Chair of Dissertation Committee _____ Date _____

____ Dissertation Proposal was approved.

____ 1 unbound copy of Proposal submitted to library.

____ Dissertation was approved by committee.

____ Dissertation document approved for form.

____ All documentation is appropriately signed by committee members and readers and in student file Proposal Hearing Forms (5), Defense Hearing forms.

____ 2 bound copies, 1 copy on CD, and an abstract of dissertation submitted to Library.

____ Annual IRB Reports submitted, if applicable.

Financial Review

ICSW Director of Operations _____ Date _____

____ Tuition paid in full.

____ ICSW Loans paid in full.

____ Financial Aid Exit Counseling Complete

____ Library fees paid.

____ Graduation fee paid.

____ UMI submission completed (application fee plus 1 unbound copy of dissertation).

Institutional Review

Student Progression Chair _____ Date _____

Dean/Chief Administrative Officer _____ Date _____

Updated 3/12/08