POLICIES:
1. It is your responsibility to determine whether you have met the requirements for your degree. Please see your MSC Catalog for a complete list of graduation requirements.
2. You must go to the Registrar's Office and fill out the “Intent to Graduate” form at the beginning of the semester prior to graduating. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to graduating, no later than September 15 for Spring graduates, February 15 for Fall graduates.
3. Your advisor will sign and forward the Program Sheet, Intent to Graduate Form, and Graduation Planning Sheet to the Department Head for signature.
4. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
5. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
6. NOTE: The semester before graduation, you will be required to take a Major Field Achievement Test (Exit Exam).

NAME: ____________________________ STUDENT ID #: ____________________________

LOCAL ADDRESS AND PHONE NUMBER: __________________________________________
( ) ____________________________

I, (Signature) ____________________________, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

__________________________ 20 __________
Signature of Speech Advisor

__________________________ 20 __________
Signature of Department Head

__________________________ 20 __________
Signature of Registrar
REQUIRED COURSES (21 semester hours minimum)
SPCH 101 Interpersonal Communication (3)
SPCH 102 Speechmaking (3)
SPCH 112 Voice and Diction (3)
SPCH 203 Persuasion (3)
SPCH 308 Argumentation and Debate (3)
Choose two courses from the following (6 semester hours):
SPCH 303 Nonverbal Communication (3)
SPCH 304 Communication and Conflict (3)
SPCH 305 Communication: Culture, Diversity, and Gender (3)
SPCH 306 Communication and Leadership (3)
THEA 403 Teaching of Speech and Drama (3)

A GPA of 2.0 or higher in the minor is required.

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