

## ECE Dept Distance Learning Student Graduation Checklist

This form and associated documents must be filled in and turned in via email to Ms. Julie Samples, ECE Dept Education Technician [julie.samples@nps.edu](mailto:julie.samples@nps.edu) NLT the end of the second week of the last quarter (i.e., the expected graduation quarter). Incomplete paperwork will not be accepted.

Name:	Contact Phone:	E-mail:
A. Curriculum no. <input type="checkbox"/> 590, <input type="checkbox"/> 592, <input type="checkbox"/> (other(s), specify) _____	B. NPS Program enrolled:	C. Quarter enrolled: _____  Graduation date: _____

### A. Fill in & e-mail Degree/Certificate Nomination Documents along with Graduation Checklist

- For degrees: Completed & Signed Degree Checklist
- For certificates: Completed Certificate Application Form

### B. Fill in/update Python mailing information in your Python records listed under the section "Transcripts/Diploma/Certificate Mailing"

Notes: (1) Diploma/certificate, along with official transcripts, are mailed **ONLY** to this address listed in Python.

(2) The Registrar's office does **NOT** mail official documents to the address types listed under "Dependents, DL-Home, DL-Work, Home (AfterGrad), Home (Monterey), Permanent Residence, or Work (AfterGrad)"

### C. Provide Graduation specific information

Your name will be included in the NPS Graduation Program **UNLESS** you opt out. By default, names and affiliations showing in Python are used for that purpose, unless different information is indicated below.

<input type="checkbox"/>	← Check if you do NOT want your name and affiliation to appear in NPS Graduation Program
<b>Graduation Program Information</b>	
Name as it should appear in graduation program	
Title (Ex: Mr., Ms., etc....)	
Affiliation (Ex: DoD, NIWC-Atl., etc....)	

Your name will be included in the Command-specific Graduation Ceremony Program (when one is held) and receive an unofficial certificate of completion unless you opt out. Official documents are mailed by NPS.

<input type="checkbox"/>	← Check if you do NOT want your name to appear in any graduation program for a ceremony held at your Organization or receive any unofficial certificate of completion during such a ceremony.
<b>Planning to attend graduation in Monterey, CA?</b>	
No <input type="checkbox"/>	<input type="checkbox"/> Yes (check appropriate boxes below)
done!	<p>Attending graduation is possible <b>ONLY IF</b> you attend the mandatory graduation rehearsal held at NPS 24 hours before the actual ceremony.</p> <p><input type="checkbox"/> Confirm attendance at mandatory graduation rehearsal event</p> <p>I will need or have guests who require ADA (American with Disability Act) access. I will contact you for specific requirements: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**D. NPS Gate Access:** The Naval Postgraduate School is a secured Naval facility. Access to the installation is available to individuals possessing a Government issued CAC, or Military Dependent/ Retiree ID card. All others need to follow instructions posted at <http://www.nps.edu/Adminsrv/police/> for current gate access procedures.