

**John Carroll University
College of Arts and Sciences**

**GRADUATE STUDIES NOTES #1
September 2011**

Dear Colleagues:

Welcome to the Fall 2011 semester. I hope the term is off to a good start for you. As we begin the year, I want to share a few points of information with you.

WELCOME DEBORAH SAMPLE

Please join me in welcoming Deborah Sample to the Office of Graduate Studies. Deborah has taken on the position of Records Management Assistant, formerly held by Casey Forgrave. Deborah comes to John Carroll with over ten years of experience in higher education and will be a wonderful addition to our team. Should you need to contact her for any reason, she can be reached at 216-397-1925 or dsample@jcu.edu. As we welcome Deborah we say goodbye to Casey. Casey has left Ohio for North Carolina where she will be a counselor working with middle and high school aged students. We will miss Casey and her positive and responsive personality.

GRADUATION DEADLINES

I want to take this opportunity to remind you of GRADUATION DEADLINES for 2011-2012.

If you are planning to graduate in Winter 2011, the deadline for submitting your application has passed; the deadline for completing your essay/thesis if required is November 21, 2011; the deadline for completing your comprehensive exams, if required in your program is November 28, 2011.

If you are planning to graduate in Spring 2012, the deadline for submitting your application is November 28, 2011; the deadline for completing your essay/thesis if required is April 10, 2012; the deadline for completing your comprehensive exams is April 16, 2012.

If you are planning to graduate in Summer 2012 and walk at spring commencement, the deadline for submitting your application is February 15, 2012; the deadline for completing your essay/thesis if required is July 30, 2012; the deadline for completing your comprehensive exams is August 6, 2012.

The application for graduation can be found at the following link on our website and may be submitted electronically: <http://sites.jcu.edu/graduatestudies/pages/current-students-2/graduation/degree-application/>

EDUCATION AND SCHOOL COUNSELING FALL COMPREHENSIVE EXAM

A note regarding comprehensive exams for Education and School Counseling Students:

In order to be eligible for fall comprehensive exams, you must have completed all but six hours of coursework. School counseling students eligible for the exam must have enrolled in the program prior to August 2010.

The exam will be held on Saturday, October 22, 2011, 9:00AM-Noon in AD 259.

To register for the comprehensive exam, you must: (1) Notify your academic advisor that you are intending to take the exam; and (2) Contact Debbie Nixon (dnixon@jcu.edu; 397-3080) to register for the exam before October 1, 2011.

COURSE WITHDRAWAL

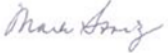
Reminder: The last day to drop classes and receive a 33% refund on your fall tuition is Friday, September 16, 2011. After that there are no tuition refunds.

TAKE ADVANTAGE OF CAMPUS ACTIVITIES

I want to encourage you to take advantage of all that John Carroll has to offer its students. The Campus Life Calendar, found at <http://www.jcu.edu/events/studentlifecalendar.html> , contains all of the various activities and lectures offered across campus; the Athletics Calendar provides information on all of our various teams (<http://jcusports.com/calendar.aspx>); and the Key Dates Calendar (<http://webmedia.jcu.edu.s3.amazonaws.com/pdf/JCU%2011-12%20Calendar.pdf>) lists the events and important milestones that affect the broader campus community

I hope that you have a very stimulating and challenging semester. If there is anything my staff or I can do for you, please do not hesitate to contact us either in person (AD 125) or through email or a telephone call. Best wishes for success.

Sincerely,



Mark Storz, Ph.D.
Associate Dean for Graduate Studies
College of Arts and Sciences
Associate Professor
Department of Education and Allied Studies
216-397-4284