

## *ECE Dept Distance Learning Student Graduation Checklist*

This form and associated documents must be filled in and turned by uploading to the dropbox located in your SAKAI EC0000 site NLT the end of the second week of the last quarter (i.e., the expected graduation quarter). Once documents are uploaded, please email upload notification to the ECE Dept Education Technician [ECE-EdTech@nps.edu](mailto:ECE-EdTech@nps.edu). 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. For degree-pursuing students: Fill in & sign Degree Nomination Checklist Documents along with this Graduation Checklist.**

**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>	
<b>Name as it should appear in graduation program</b>	
<b>Title</b> (Ex: Mr., Ms., etc....)	
<b>Affiliation</b> (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)
<b>done!</b>	Attending graduation is possible <b>ONLY IF</b> you attend the mandatory graduation rehearsal held at NPS 24 hours before the actual ceremony. <input type="checkbox"/> Confirm attendance at mandatory graduation rehearsal event
	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"/>

**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.