



TO: Wilkes University M.S. Ed. candidates completing
final credits through PLS courses

FROM: Renee Kotz
Program Coordinator, EDS

SUBJECT: **GRADUATION AUDIT**

If you are completing your final credits for your Master of Science degree through Performance Learning Systems (PLS) courses, **you must call the Office of Graduate Studies as soon as possible in order to sign up for the GRADUATION AUDIT (GRD-000-B). The deadline for this registration is 90 days prior to the next commencement ceremony being held. Failure to comply with this timeframe will defer your graduation to the following semester. A graduation fee (subject to change without notice) will be added to your tuition invoice.**

The graduation audit will put you on the list of graduating students, so that you can receive your diploma, cap & gown, and all of the appropriate information on time. The University will audit your transcript to make sure you have completed all of your degree requirements.

Toll-free: 800-WILKESU ext. 4674

Or

Direct: (570) 408-4674

You should also contact your advisor for a preliminary audit to be sure all of your program requirements are in order.

Call Monday through Friday, 8:30 a.m. through 4:30 p.m., or leave a message on my voice mail anytime.

Thank you for your prompt attention to this important matter.