



# ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

## Submission of Master's Portfolio or E-Portfolio

*Procedures: Students who wish to submit a portfolio will meet for initial advisement with their department chair/advisor. The student must present his/her advisor with an unofficial graduate transcript (available through UIS) as proof that he/she is prepared to submit the portfolio. The advisor must sign the application to show approval.*

*The student must then bring the portfolio, the unofficial transcript, and this application form to the Dean's office for submission by the date specified in the graduate bulletin.*

### Student Information

Name: \_\_\_\_\_ X Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Chair/Advisor: \_\_\_\_\_ Department: \_\_\_\_\_

- Last semester in attendance
- Credits required for degree \_\_\_\_\_
- Completed internship/externship (if applicable)
- Currently registered or maintaining matriculation
- Student is cleared to submit portfolio
- Portfolio (hard copy)     E-Portfolio

Courses taken this semester:

Degree requirements satisfied:  Yes  No

Thesis     Non-thesis

Deficiencies satisfied:  Yes  No

Residence satisfied:  Yes  No

Course requirements satisfied:  Yes  No

Language satisfied (if applicable):  Yes  No

Comments:

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Approval of Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.