



Professional Master's Programs

Instructions for Filing a Diploma Request | Deadline is March 1

1. Login to [MySlice](#)
2. Go to *Student Services / Academics / File Diploma Request*
3. Click on your program
4. Select your graduation term in the drop down menu and click *Continue*
 - **This is the term you will actually complete your program requirements. For most of you, this is not Spring/May.**
 - **AA, ADV, AJ, MNO, ME, NMM** - select Summer 2019 / June.
 - **BDJ, PRL, and TRF** - select Summer 2019 / August.
 - **PD** second-year students - select Spring 2019 for both programs. First-year students - select Spring 2020.
 - **PHO/MPD** students - select the term in which you expect to complete your thesis or special project.
 - BDJ Super IA and MNO Fellows - select December 2019.
 - If you plan to be here through the next fall semester, select December 2019.
 - Dual degree students may have different graduation dates.
 - You can change your graduation date later if circumstances change.
 - If you have questions, please contact [Linda Mathis](#).
5. Verify your diploma address or add a new one if needed
 - Your diploma will be mailed approximately eight weeks after you complete all requirements and all grades have been posted. You may update your address later, if needed, through *View/Update Addresses*.
6. Verify your name as it will appear on your diploma and click *Continue*
7. Review your information, then *Submit Request*

Graduation Ceremonies

All students planning to graduate in Spring or Summer 2019 who have filed the diploma request are invited to attend the convocation and commencement ceremonies on May 11 and 12. Preliminary information is [online](#). **If you are graduating in December 2019 or later and would like to participate this May, please send an email to [Linda Mathis](#).**

Your diploma request must be completed by **March 1** in order to receive mailings from the Office of Special Events as well as to be listed in the official Newhouse Convocation program. This action also initiates the addition of your name to our certification lists so that your degree will be awarded. **You cannot be certified for your degree or receive a diploma without filing the diploma request.**

Questions? Contact the Graduate Records Office

Syracuse University

S.I. Newhouse School of Public Communications