**Director’s Approval to Graduate Instructions**

**This process is in place to let the Registrar’s office know that students are eligible to graduate and can receive their diploma. Students must apply to graduate beforehand.**

1. Once students receives at least 60 credits and meets graduation requirement (completed all core courses, capstone, etc.), you will send a list to the Registrar (Lori Klatt, as of 2/27/2020),cc the registration and records email ([registration@evergreen.edu](mailto:registration@evergreen.edu)) and cc MPA graduate director (Mike Craw, as of 2/27/2020). See sample emails in hardcopy “DA to Graduate” folder.
2. Next, move their student file in Dhara’s office to Graduated section and remove their email from the MPA listserv.
3. Print email for confirmation and add to folder.
4. Add names of DA to tracking spreadsheet.