Policy: 05-57-00

Application for Graduation

OFFICE OF RECORD: Office of Graduate Studies and Research
ISSUED BY: Dean of Graduate Studies and Research
APPROVED BY: 05-57-00
EFFECTIVE DATE: 06/26/08

Policy

The university requires that candidates for graduation must file an Application for Graduation with the Office of Graduate Studies and Research by the census date of the semester of their intended graduation. Submission of this Application for Graduation will trigger a graduation eligibility review by the Office of Graduate Studies and Research. Students will not be permitted to graduate in the intended semester if this document is not submitted on time.

Procedures

Students are responsible for filing an Application for Graduation during by the census date of the semester of their intended graduation. The students' advisor and graduate program coordinator will review and approve the document. The original form will be forwarded to the Office of Graduate Studies and Research.

The Office of Graduate Studies and Research, in consultation with appropriate student advisors and program coordinators, will review the files of each student filing an Application for Graduation to ensure that all graduation requirements have been met.

Graduation Requirements for all graduate students include:

1. Admission to candidacy;

2. Successful completion of the project, thesis or dissertation as required by the specific degree program;

3. Satisfactory completion of all assessment activities as required by the specific degree program.
After ensuring that all graduation requirements have been met, the Dean of Graduate Studies and Research will certify the student is eligible for graduation and will notify the Registrar.