



**POLICY NAME:** Application for Graduation or Completion for Graduate Students

**EFFECTIVE DATE:** July 1, 2013

**LAST REVIEW:**

**NEXT REVIEW:**

**POLICY OWNER:** Associate Provost and Dean of Graduate Studies

**PROCEDURE CONTACT:** School of Graduate Studies

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**POLICY/PROCEDURE:**

**Doctoral Candidates**

A candidate for the doctoral degree should file an application for graduation accompanied by a \$35 non-refundable fee. This application is submitted to the School of Graduate Studies at the beginning of the semester in which the work for the degree is anticipated to be completed. Applications for graduation must be submitted by the end of the third week of each semester or term.

**Specialist and Master's Candidates**

A candidate for the specialist or master's degree should file an application for graduation accompanied by a \$25 non-refundable fee. This application is submitted to the School of Graduate Studies at the beginning of the semester in which the work for the degree is anticipated to be completed. Applications for graduation must be submitted by the end of the third week of each semester or term.

**Sixth- and Fifth-Year Candidates**

Students completing a sixth-year or fifth-year program, file an application for completion with the School of Graduate Studies. This application for completion of the program is submitted at the beginning of the semester in which the work is anticipated to be completed. Graduation ceremonies are reserved for graduate degree students.

**Certificate Candidates**

A candidate completing the course work for a graduate certificate program must file an application for completion with the School of Graduate Studies. Applications for certificate completion must be submitted by the end of the third week of each semester or term. Graduation ceremonies are reserved for graduate degree students.



**All Graduation Candidates**

**If a student does not complete all of the requirements for graduation in a given semester the student must re-apply for graduation at the beginning of the semester in which the remaining requirements are completed.**