



POLICY NAME: Conferring of Graduate Degrees

EFFECTIVE DATE: July 1, 2013

LAST REVIEW:

NEXT REVIEW:

POLICY OWNER: Associate Provost and Dean of Graduate Studies

PROCEDURE CONTACT: School of Graduate Studies

POLICY/PROCEDURE:

Diplomas for doctoral, specialist and master's degree programs will be mailed by the Office of Records and Registration approximately **eight weeks** after the close of the semester. A transcript with the degree posted upon it should be available through the Office of Records and Registration approximately three weeks after the end of the semester in which the student graduated.

At the request of the student, the graduate dean or designee will send a letter verifying graduation to appropriate officials as soon as all requirements are met.

Completion of the Sixth-Year Certificate Program. The satisfactory completion of an approved sixth-year program is verified by an appropriate statement on the transcript.

Completion of the Fifth-Year Certificate Program. The satisfactory completion of an approved fifth-year program is verified by an appropriate statement on the transcript.

Completion of a Graduate Certificate Program. The satisfactory completion of a certificate program is verified by an appropriate statement on the transcript.

Certificates for the sixth-year program, fifth-year program, and Graduate Certificate programs are mailed by the School of Graduate Studies approximately three weeks after the close of the semester.