Graduation

All students expecting to graduate must apply to graduate in Trailhead.

Graduation application deadlines are scheduled well in advance of the date of Commencement to allow time for ordering diploma covers and for printing graduation invitations and programs. Students who submit applications after the stated deadline cannot be guaranteed a diploma dated for that graduation, and cannot be assured inclusion in the graduation program or ceremony. Graduation applications are accepted only for students who have previously submitted to, and had approved by the Office of Graduate Studies, the appropriate Advisor/Thesis Committee, Degree Audit form, and Admission to Candidacy form (PhD candidates only) as applicable to the degree sought.

All graduating students must officially check out of their degree program. Checkout cards may be obtained from the Graduate Office and must be completed and returned, along with all other appropriate checkout forms by the established deadline. Students must register for the graduation term, unless the checkout process is completed by census day of the graduation term.

The awarding of a degree is contingent upon the student’s successful completion of all program requirements with at least a 3.000 GPA before the date of graduation. Students who fail to graduate at the time originally anticipated must reapply for the next graduation before the appropriate deadline date stated in the Graduate Handbook.

Students who have completed all of their degree requirements before the specific graduation date, but who have not applied for graduation can, if necessary, request a letter from the Graduate Office certifying the completion of their programs. The student should apply for the next graduation, and the diploma will show the date of that graduation.

Graduation exercises are held in December and May. Students eligible to graduate at these times are expected to attend their respective graduation exercises. Students in thesis-based degree programs may not under any circumstances, attend graduation exercises before completing all degree requirements.

Diplomas, transcripts, and letters of completion will not be released by the School for any student or graduate who has an unsettled obligation of any kind to the School.