

GRADUATION POLICY

Including Participation in Commencement Ceremony

The University confers degrees three times annually – at the conclusion of the fall semester, spring semester, and the second summer session.

Formal commencement exercises are held in December and May of each year. Participation in the December ceremony is limited to prospective graduates, both undergraduate and graduate, who will complete their degree requirements in the fall semester. Participation in the May ceremony is limited to prospective graduates, both undergraduate and graduate, who will complete their degree requirements in the spring semester or summer sessions. (*See possible exception at the end of this document.*)

Students must complete an Application for Graduation to be considered a prospective graduate. Applications are available on myHaven > Registrar tab > Graduation and at the Registrar's Office. The deadline to submit an application is published on the Academic Calendar, but typically it is September 24 for December graduation and February 12 for May and August graduation.

At the time of application for graduation, students must (1) have a declared academic major (Exploratory Studies is not considered an academic major for graduation), (2) have at least the required minimum cumulative grade point average for the declared major, and (3) show a projected completion of the required minimum credit hours (based on earned hours to date plus registered hours) in order to participate in the commencement ceremony. Any student who does not meet the criteria will not be permitted to participate in the ceremony.

Upon completion of the final coursework required for degree completion, students must (1) have a declared academic major (Exploratory Studies is not considered an academic major for graduation), (2) have the required minimum cumulative grade point average for the declared major, (3) have the required number of earned hours for the major, and (4) have completed the courses (and any non coursework, i.e. recital, show, etc) required for the declared degree, major, concentration, and general education. Any student who does not meet the criteria will not be graduated.

- *An exception to participating in the applicable commencement ceremony may be granted by the Registrar's Office if the student provides a legitimate explanation to participate in another ceremony. However, a student may adjust ceremony participation only by one semester. For example, a prospective May or August graduate who is unable to participate in the May ceremony, may request to participate in either the December ceremony of the year immediately prior to May or the December ceremony of the same year as completing degree requirements. A prospective December graduate may request to participate in the immediate preceding May ceremony or the immediate subsequent May ceremony.*