

Application for Graduation

Application Procedures

1. **Complete Application:** All students who are candidates for a graduate degree from Kean University are required to apply for graduation by submitting this form. Please complete all required information on the following page to ensure timely and accurate processing.
2. **Degree Evaluation:** Upon submission of a completed application, the Office of the Registrar will perform an audit of your academic progress to ensure that you have met or are on track to meet the requirements for graduation for the academic program in which you are a currently matriculated student. All requirements must be satisfied by the date indicated for graduation; if these requirements are not met, this application for graduation will be deferred to the following graduation date. This application may only be deferred three times before being required to submit a new application and pay a new application fee. An official letter in the form of an email to your Kean email address will be sent from the Office of the Registrar indicating the outcome of this evaluation.
3. **Fees:** Applicants for graduation must pay a \$100 fee. Students who are also seeking a state certification are required to submit the Application for State Certification, along with the associated certification fee, which can be found in the Application for Certification fee schedule. All fees can be paid at The Office of Student Accounting, Administration Building, 3rd floor. A copy of the payment receipt must accompany this application in order to be considered complete. Fees can be paid by cash, check, money order, or credit card (credit cards are charged a 2.58% processing fee).
4. **Certifications:** If you are seeking a state certification in addition to a master's degree or professional diploma, you will additionally need to submit the Application for Certification with the required certification fee. All forms can be found online at grad.kean.edu under the Current Students

section. In accordance with official policy, the University will forward to the State Department of Education applications for all students who have successfully completed programs that qualify them for certification in the public schools. If the PRAXIS score is a requirement for the certification, it is the student's responsibility to make sure that his/her PRAXIS score has been forwarded to the New Jersey Department of Education and the Office of the Registrar.

5. **Deadlines:** Completed forms and proof of payment should be submitted to the Office of the Registrar by the dates below:

<u>Program Completion</u>	<u>Deadline</u>
Fall semester	First Friday in October (October 7)
Spring semester	First Friday in February (February 3)
Summer semester	First Friday in March (March 3).

Failure to comply with the above deadlines can result in a delay in processing or a deferral of this application to the following semester for processing. Please note: this application is only valid for one academic year. This includes three conferral opportunities; if your degree conferral is deferred more than three conferral opportunities, you will be required to resubmit this form along with the current graduation fee (certification fees do not have to be repaid).

6. **Graduate Commencement:** The Nathan Weiss Graduate College holds commencement exercises once per year, typically in the month of May. Students who complete their studies in the fall, spring, or summer semesters are invited to participate. Candidates will receive information during the spring semester concerning cap and gown, location, and ticket requests. This information is sent via email to your Kean email account. Please note: Participation in the commencement ceremony does not guarantee degree conferral. Students must meet all program requirements in order to have their degrees awarded.
7. **Diploma Delivery:** Graduate diplomas are not distributed during the commencement exercises. Students participating will receive their diploma cover at the ceremony. Official diplomas will be mailed directly from the external printing company Kean University employs. Graduates will receive notification via their Kean email address from the company once their diploma has been mailed. Please note that graduates with active restrictions will not have their diplomas released until all restrictions are resolved. Current restrictions can be viewed by logging into KeanWISE. It typically takes two months for diplomas to be available after the degree conferral date.

8. **Transcripts:** Once a degree is conferred, the degree and date received will be present on an official Kean University transcript. A complimentary copy of a graduate's transcript is sent from the Office of the Registrar approximately two months after the degree conferral date. If a student has an active restriction on his/her account, transcripts will not be released. Current restrictions can be viewed by logging into KeanWISE.

9. **Honors:** Since a 3.0 GPA is required for graduation, students are not eligible to graduate cum laude, magna cum laude, or summa cum laude. Graduates who have a final GPA of 4.0 AND pass their comprehensive examination with commendation (if required) will graduate "With Distinction." Such notation will be present on both the final transcript and the graduate diploma. All students who graduate with a GPA between 3.9-4.0 who do not take the comprehensive exam or receive a passing grade on the comprehensive examination will receive a letter from the Dean of the Nathan Weiss Graduate College in recognition of their academic excellence.

10. **Coursework after Graduation:** Graduates who wish to continue taking graduate courses past their anticipated date of graduation must do so as a graduate non-matriculated student and submit the required Registration Eligibility Form through the Office of the Registrar. Students seeking an additional degree and/or certification past graduation, must visit apply.kean.edu to begin an application for admission into their new desired program of study.

**Congratulations and best of luck with your future
academic and professional endeavors!**

Application for Graduation

Please note, you can type on this form

Last Name _____ First _____

Please print your name exactly as it should appear on your diploma (include all punctuation)

First Name Middle Initial or Middle Name or Maiden Name Last Name

Student ID# _____ Degree: _____ Master's _____ Doctorate _____ Professional Diploma

Term you will meet all program requirements: _____ January 2017 _____ May 2017 _____ August 2017

Program _____ Option _____

Date of original acceptance to graduate program: _____

Semester Year

Please indicate the address to which you would like your diploma sent. You must submit a change of address request if what listed below does not match what is currently on file.

Address _____

City _____ State _____ Zip _____

Preferred Contact Phone # _____ Kean Email _____

Are you also applying for a State Certification through Kean University? _____ Yes _____ No

(If yes, please also submit the Application for State Certification)

*****Submit this completed form with proof of payment to Kean University, 1000 Morris Ave., Union, NJ 07083
c/o Student Support Services, Office of the Registrar, Administration Building, 1st Floor. *****

For official use:

Date Processed

Evaluator Initials