

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 pages to ensure timely and accurate processing.
2. **Degree Evaluation:** Upon submission of a completed application, the Office of Graduate Student Services 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 Graduate Student Services 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 Graduate College Office of Financial Services, East Campus, Room 217 or at 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 and are only accepted at the Administration Building).
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.

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

<u>Program Completion</u>	<u>Deadline</u>
Fall semester	First Friday in October (October 2)
Spring semester	First Friday in February (February 5)
Summer semester	First Friday in March (March 4).

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.
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.

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 submit the required Application for Graduate Study to the Nathan Weiss Graduate College Office of Graduate Admissions.

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 Name _____

Please print 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

Anticipated Date of Graduation: ___ January 2016 ___ May 2016 ___ August 2016

Program _____ Option _____

Date of original acceptance to graduate program: _____
Semester Year

Are you also applying for a State Certification through the Office of Graduate Student Services? ___ Yes ___ No

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

Address _____

City _____ State _____ Zip _____

Preferred Contact Phone # _____ Kean Email _____

Please submit this completed form with proof of payment to the Office of Graduate Student Services, East Campus, Room 218A

For official use:

Date Processed

Evaluator Initials