

Graduation

Application for Graduation

Applications for Graduation are submitted for the term in which the student is completing their degree requirements. All applications must be submitted during the application period. Specific dates are noted in the [Academic Calendar](#). Students who miss the deadline should contact their academic department to determine eligibility and to request a late submission. Students submitting a late application risk not being included in the commencement program.

Retroactive graduation to a prior semester will not be approved.

Certificate Programs

Students applying for a certificate should also follow the steps for [Applying for Graduation](#). Awarded certificates will be listed on the student's academic transcript.

Master's, Specialist, and Ph.D. Degrees

Students fulfilling requirements for a UWF master's or specialist degree must follow the instructions for [Applying for Graduation](#) and also the [Graduation Guide](#).

Ed.D. Degrees

Candidates for Ed.D. degrees will receive graduation applications through DocuSign after their dissertations are submitted to the Graduate School for the final review. Students will receive an email notification when the application is available.

Commencement

Commencement ceremonies at UWF are held twice a year. Commencement is held for students graduating with baccalaureate, master's, specialist, and doctoral degrees only, at the end of the fall semester for fall graduates and at the end of spring for spring graduates. Doctoral students must be approved by the Graduate School prior to participating in the commencement ceremony. UWF does not hold a commencement ceremony for [summer graduation](#) (p. 1).

Participation in commencement does not guarantee that all graduation requirements are complete and that your degree will be conferred. An [Application for Graduation](#) must be completed/submitted by the date stated in the [Academic Calendar](#) in order to participate in commencement. Students will receive information about graduation through their student e-mail accounts. Commencement information is also available on the [Commencement](#) webpage.

UWF does not have a graduation honors program for master's, specialist, and doctoral students.

Summer Graduation

Master's and Specialist students who plan to graduate in the summer should apply for summer graduation only. Prospective summer graduates have the option to participate in either the preceding spring or following fall ceremony.

Doctoral students intending to graduate in the summer may not participate in the spring ceremony unless the dissertation has been fully approved and participation is approved by the Graduate School.

The student's name will appear in the Spring Commencement program as a prospective graduate and then in the Fall Commencement program as a graduate.

Graduation Process

Degree Requirements

All degree requirements must be completed by the last day of the semester for which the graduation application is submitted. Students whose Graduation Application is denied for any reason or do not meet the requirements for graduation must submit a new application for the semester in which the requirements are met.

Good Standing Status

A student must be in good standing to receive a UWF degree. Accordingly, any student who is subject to suspension or probation for scholastic or disciplinary reasons will not graduate until the conditions of suspension or probation have been satisfied.

Timeline

The Office of the Registrar will begin reviewing potential graduates approximately one week after grades are due. Awarding of degrees should be completed approximately one month following the review. Once your degree has been posted, your unofficial and official transcript will reflect this information. Be sure to review the step-by-step instructions for [viewing your degree\(s\)](#).

Diplomas

Students earning a bachelor's degree or higher will receive an electronic diploma at no cost. Electronic diplomas are issued 2-4 weeks following the degree award. All financial holds, including Exit Interviews, must be cleared before the diploma will be released.

After your degree has been awarded, a printed diploma is available for order by completing a Diploma Request in MyUWF. Please allow 4-6 weeks for any printed diploma requests.

Degree Conferral

Degree conferral only occurs three times each year, after the conclusion of the Fall, Spring, and Summer terms. The conferral date is the date which will be posted on the official transcript and the diploma. This is the date when the degree is considered officially awarded. A degree is a credential. There are three documents that provide evidence of that credential: an official transcript, a diploma, and a formal letter of completion from the Office of the Registrar.

UWF degrees will not be posted on the student's record until the official degree conferral date has been reached for the semester in which the degree is being awarded. Completion of all requirements prior to the official degree conferral date will not result in an early conferral of the degree. A student in this situation may request an official [Petition for Early Certification of Degree Letter](#) from the Office of the Registrar showing pending conferral of the degree. The degree will be conferred for the term in which the requirements are completed.

Degree Verification Process

To confirm that a degree has been awarded, the most common options are through the use of the official transcript or, for students, receipt of the diploma. In addition, many employers access the Degree Verification process through the [National Student Clearinghouse](#).

Posthumous Graduate Degree

To be considered for a posthumous degree, graduate students shall have successfully completed at least eighty percent of the chosen UWF degree program, have been in good standing at UWF, and have met UWF degree residency requirements. In exceptional circumstances, the Graduate School may make exceptions to these

requirements. The student's academic department must initiate the request for a posthumous degree through the College Dean, the Graduate School, and the Provost's Office.

*AC-23.01: Awarding of Posthumous Graduate Degree Policy