

# GRADUATION

## General Instructions and Procedures

Note: This packet and all Graduate School forms can be accessed at [www.uwstout.edu/grad](http://www.uwstout.edu/grad).

### Application for Degree Candidacy (End of First Term/Start of Second Term)

- Each student seeking a degree at the University of Wisconsin-Stout is required to file an APPLICATION FOR DEGREE CANDIDACY, with the program plan and current graduate transcript attached.
- REQUEST TO TRANSFER CREDIT form(s) must also be attached as appropriate.
- Secure the Program Director and College Dean's signatures before bringing the completed form (including attachments) to the Graduate School.
- The Graduate School reviews and approves/denies all candidacy applications.

### Filing for Graduation (Beginning of Term in which You Intend to Graduate)

- **Candidacy (above) must be approved before the GRADUATE APPLICATION FOR DEGREE is filed with the Graduate School.**
- Within the first two weeks of the term in which you expect to graduate, you must file the **on-line** form GRADUATE APPLICATION FOR DEGREE/COMMENCEMENT <http://www3.uwstout.edu/grad/gad.cfm>
- with the Graduate School.  
This form activates a review of your records to determine that all is in order for graduation that term. If something is found not to be in order, the Graduate School or your Program Director will contact you. For this reason it is wise to submit the form as early as possible in the term in which you intend to graduate.
- Notify the Graduate School immediately if there is a change in your intended graduation date.
- Those who file to graduate and fail to complete **all** requirements by the end of the term (including the research paper submission in programs where it is used) must re-file the Graduate Application for Degree/Commencement for the subsequent term in which they intend to graduate.

### Graduation Requirements (By Last Day of the Term in which You Intend to Graduate)

- **All** requirements for graduation must have been met by the last day of the term or you will not graduate that term. If your program requires a research paper, requirements include filing your research paper in the Graduate School by 4:00 p.m. the last day of the term. The last day of the term is the last day of evaluation week during the semesters and last day of classes during the summer except if that falls on a weekend, holiday, etc. then it's the last class day prior to the weekend/holiday and *will not be later than the degree date of that term.*

### Commencement Ceremony

- Commencement information can be found at the following website:  
<http://www.uwstout.edu/commencement>
- Graduation is possible in the Summer terms, but there is no ceremony. Students graduating in summer are eligible to participate in the ceremony the semester immediately preceding or following graduation. If a student has completed *all* requirements except for an I or IP in their research paper by the end of the term prior to graduation, they can request early participation in commencement by completing the appropriate information on the Graduate Application for Degree/Commencement <http://www3.uwstout.edu/grad/gad.cfm> including the section headed: "Walk-Throughs" only. WALKING ACROSS THE STAGE AT COMMENCEMENT DOES NOT MEAN YOU HAVE ACTUALLY GRADUATED.

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#### **Research Paper**

- If the program you are in requires a research paper be sure to pick up the research packet in the Graduate School Office or from the web site <http://www.uwstout.edu/grad>.
- Remember, for those programs using the research paper, appropriate submission and Graduate School approval of the final paper is required for completion of the degree requirements. (If the paper hasn't been approved by the Graduate School, you will not graduate.)

#### **Fees**

- A one-time, non-refundable graduation fee will be applied on your billing statement during the term of your graduation after you submit the Graduate Application for Degree. If you have any questions regarding your bill for this fee, please contact the Student Business Office.

#### **Degree Award/Transcript**

- You will need to allow 2 weeks after the end of the term for the posting of grades, approval of your research paper, and final check-out before your degree will be posted to your transcript.
- If you need a transcript, you should request it from the Registration and Records Office, 109 Bowman Hall. For information call 715-232-2121 or visit their web site <http://www.uwstout.edu/regrec/transcript.html>. If you want to be sure the degree is recorded before a transcript is sent, be sure to check the box 'Hold until degree is recorded' on the request form.

#### **Diploma**

- Allow about 3 months after the end of the term for receipt of your diploma. It will be mailed to you at the address you entered on the Application for Degree/Commencement. If that address is not your permanent address at the time you submit your application for degree, a subsequent change to the permanent address or any other address will not change it. If that address is the same as your permanent address at the time you submit your degree/commencement application, and you subsequently change your permanent address, it will go to the new permanent address. Please make diploma address changes with the Graduate School.

#### **Employment**

- If you wish to use the services of the Career Services office, which is located in 103 Administration Bldg., you may contact them by phone at 715-232-1601, e-mail at [careerservices@uwstout.edu](mailto:careerservices@uwstout.edu), or visit their web site at <http://www.uwstout.edu/careers/>
- In an effort to provide prospective students with information about the success of UW-Stout graduates, we ask that you complete the employment survey at <http://www.uwstout.edu/careers>.

**Note: This packet was prepared according to current policy and information available as of June 2009 and all information is subject to change. Please check with the Graduate School at the start of your last term concerning any possible changes.**