



California University of Pennsylvania

Graduate School POLICY: Graduation: Requirements, Application, And Checkout

A. Purpose & Scope

To define the policy, procedure, and requirements for graduation from the School of Graduate Studies and Research degree programs

B. Definition(s)

Application for Graduation – the online form provided by the School of Graduate Studies and Research that must be completed during a student's last semester.

Graduation Checkout – the audit conducted by the School of Graduate Studies and Research whereby a student who applies for graduation is cleared of financial obligations and academic requirements.

C. Policy Requirements - To graduate from a degree program in the School of Graduate Studies & Research at California University, a graduate student must:

- Possess an overall GPA of at least 3.00 with no Failing or Incomplete grades on the transcript (unless repeated with a passing grade) – including certificates.
- Additional post-baccalaureate degree or certificate programs must be calculated separately and student must also attain a 3.00 GPA.
- Earn the minimum number of credits in the courses (required and elective) specified in the program requirements
- Meet the graduation residency requirement by completing at least two-thirds of the program requirement credits at California University of Pennsylvania
- Complete all non-course requirements as specified by the program, if applicable
- Successfully pass a comprehensive examination or portfolio requirement, if applicable
- For programs that require it, have an approved candidacy form on file with the Graduate School after completing six to 12 credits in the major
- For programs that require it, submit an approved thesis or research project
- **Application** - Submit the online Application for Graduation by the published due date
- **Checkout** – Pass the graduation checkout process conducted by the School of Graduate Studies and Research to ensure no financial or other obligations exist

D. Procedure(s)

Students should become acquainted with the graduation requirements for their program of study and consult with their advisor and graduate program coordinator.

Students are responsible for meeting all graduation requirements and for submitting the required forms and other documentation on time.

An online application must be submitted for the graduation process to begin. The application is available on the California University VIP portal.

The Application for Graduation form is received by the School of Graduate Studies and Research, and the student's records are reviewed in consultation with other University departments for verification of completion of academic, financial, and other requirements and obligations.

Students seeking teacher certification must also complete the Certification Endorsement form, available in the College of Education and Human Services office. This form must be signed by the Program Coordinator and the Dean of the College of Education and Human Services. Questions regarding teacher certification may be directed to the College of Education and Human Services.

- E.** **Effective date:** 2005-2006 Graduate Catalog
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