

PROCEDURES FOR GRADUATION

PURPOSE

To state the deadline and information needed to confirm graduation status.

POLICY

1. All students planning to graduate in May, August, or January must make formal application for graduation at the Registrar's office or the Division of Graduate and Continuing Education, as appropriate, by the date announced in official University communications for that graduation cycle. Students wishing to graduate in August must make formal application by July 1, and those wishing to graduate in January must make formal application by November 1.
2. It is the responsibility of each senior student to provide the information and official transcripts concerning all course work completed outside Westfield State University.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.