



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Graduation Application Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

The purpose of the Graduation Application Policy is to outline the requirements associated with applying for graduation.

2. Scope

This policy applies to all undergraduate, graduate, and doctoral students at Commonwealth University.

3. Definitions, Roles and Responsibilities

3.1. Roles and Responsibilities

3.1.1 Office of the Registrar - maintain Graduation Application submissions, compile all submitted applications, provide graduation outlooks on submitted applications, provide academic departments with list of all submitted applications and any outstanding requirements

3.1.2 Academic Departments - communicate with the Office of the Registrar to approve or deny all graduation applications with deficiencies.

4. Policy

4.1. All candidates for graduation must submit their intent to graduate by completing the Graduation Application by the deadline published on the Registrar's webpage and on the Academic Calendar

4.2. No degrees will be granted without the appropriate Graduation Application.

4.3. Academic department approval will be required for any applications with deficiencies on the degree audit.



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5. Procedures, Standards, and Guidelines

- 5.1 The Graduation Application will be submitted during the scheduling period for the student's final semester.
- 5.2 A Graduation Outlook noting any outstanding requirements will be sent to the student and the student's academic advisor upon submission of the Graduation Application.

6. Compliance and Enforcement

- 6.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2. All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

7.1. Supporting Documents

- 7.1.1 [Include title of supporting documentation here.] [\[Link\]](#)

7.2. History

- 7.2.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]
- 7.2.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 7.2.3 Revised - [Date of Revision]
- 7.2.4 Next Review Date - [Date of Revision]

7.3. Related Policies - [Reference related policies]

7.4. Contacts for Additional Information and Reporting



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[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

Policy Template