

# GRADUATION

As students prepare to graduate from UNO, there are several things they should know. Please review the following information, and be aware of all relevant deadlines for the semester that you intend to graduate.

UNO students have the opportunity to graduate in May, August, or December. Students graduating in May are eligible to participate in the May commencement ceremony, while students graduating in August and December are eligible to participate in the December commencement ceremony. Participation in a commencement ceremony is not required in order to graduate from any degree program or to receive a diploma.

- Students must complete an Application for Degree during the semester in which they plan to graduate.
  - Deadlines to apply for graduation are included in the academic calendar (<https://www.unomaha.edu/registrar/academic-calendar.php>).
  - Log into MavLINK and fill out the application for degree on or before the deadline. Information on how to apply can be found on the Registrar's website (<http://www.unomaha.edu/registrar/students/graduation-and-diplomas/graduation-general-information.php>).
  - There is a \$35.00 application for degree fee, payable at the time the application is submitted.
  - Please contact the Registrar's Office at 402.554.2314 with any questions.

**Note:** If you apply for graduation and will not complete all of the requirements for the degree, please notify the Office of Graduate Studies. You must REAPPLY to graduate in a future term; no additional fee is charged.

- After applying for the degree, students should visit the UNO Bookstore (<https://www.unobookstore.com/>) as soon as possible to purchase their academic regalia. Please contact the Bookstore at 402.554.2336 with any questions.
- The following requirements must be on file with the Office of Graduate Studies 12 working days prior to commencement (or 12 working days prior to the final day of the summer semester in the case of August graduation):
  - Comprehensive examination results (contact individual departments/schools for procedures to take the exams).
  - All Incomplete (I) and In Progress (IP) grades from previous terms must be completed and the grades submitted to the Office of Graduate Studies.
  - Submit the Report on Completion of Degree (<https://www.unomaha.edu/office-of-graduate-studies/forms-and-resources/forms-documents.php>) along with the thesis, thesis-equivalent project, EdS field project, or dissertation.
    - Report on Completion of Degree is to be submitted to the Office of Graduate Studies in person or by email to [graduate@unomaha.edu](mailto:graduate@unomaha.edu).
    - The thesis, thesis-equivalent project, EdS field project, or dissertation is to be submitted electronically through ProQuest. Visit the Thesis & Dissertation Support (<https://www.unomaha.edu/office-of-graduate-studies/current-students/thesis-dissertation-support.php>) website for additional information on account set-up and document submission.

For specific deadlines related to filing an application for degree, submitting comprehensive examination results, Incomplete (I) and In Progress (IP) grades from previous terms, and final copies of thesis, thesis-equivalent projects, EdS field projects, and dissertations, view the Graduation Checklist (<https://www.unomaha.edu/office-of-graduate-studies/current-students/graduation-checklist.php>).

In order to remain eligible for graduation, you must maintain enrollment for all currently enrolled courses that are part of your plan of study. A grade for any current enrollment(s) must be received by the Registrar's Office no later than the close of business on the 15th working day following the date of commencement (or the final day of the semester in the case of August graduation). Diplomas will be mailed as soon as possible after the 15 working days have passed.

Your graduation file must be **in complete order** with the exception of grades for current enrollments. Final responsibility rests with you, the graduate student, to check with your advisor and the Office of Graduate Studies to be sure all requirements are met.

**Note: If requirements are not complete by the published deadlines, students will be cancelled from graduation and will NOT be allowed to participate in the commencement ceremony.**

Please be sure all holds are cleared and that the address listed on the degree application is correct, as this is the address to which diplomas are mailed. Diplomas or official transcripts will not be released for students who have outstanding debts or fees owed to the University. The student is responsible for contacting the Office of Cashiering and Student Accounts to make arrangements to clear their account.