

Masters Degrees Graduation Information

1. Complete the Application for Graduation. Please print legibly. The name on this form is what will be printed on your diploma and in the Commencement Program. Please check if you are not planning to attend the ceremony.
2. **Pay the \$65.00 graduation fee at the Business Office (2nd floor, Ikenberry Hall) BEFORE submitting the Graduation Application to the Registrar's Office (1st floor, Ikenberry Hall, room 110) by the deadline.**

*******To avoid paying a \$50 late fee, you must apply by the deadline. *******

**Graduation Application Deadlines:
Go to the online semester calendar at
<http://www.shepherd.edu/academic-calendar> .**

3. Caps and Gowns may be purchased at the Bookstore. They are not included in the graduation fee.
(Please contact the Bookstore at 304-876-5219 for further information.)

Information regarding the May Commencement Ceremony will be mailed to you in March.

*Candidates who **miss** the deadline will need to follow the instructions below:*

If applying past the deadline for the MAY GRADUATION, but within the Fall semester: Complete Step 1 above and **pay the \$65.00 graduation fee plus a \$50 late fee** at the Business Office (2nd floor, Ikenberry Hall) **BEFORE** submitting the Graduation Application to the Registrar's Office (1st Floor, Ikenberry Hall, room 110).

If applying within the Spring semester of the May graduation OR after the August and December graduation deadlines, follow the instructions below.

**** Obtain a Petition to the Graduate Committee from the Office of Graduate Studies (Bryd Science Center) or The Martinsburg Center to apply for graduation past the deadline. The form is also available online at <http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/petition.pdf>.**

****Complete step 1 above.**

****Submit Petition and Application for Graduation to the Office of Graduate Studies after paying the \$65 graduation fee plus a \$50 late fee (Business Office, 2nd floor, Ikenberry Hall).**

****Students who do not meet graduation requirements will be moved to the next graduation date.**

Graduate Students

- Please bring your hood and carry it over your left arm onto the stage. You will present your hood to your graduate program coordinator (GPC) with the back of the hood (longer portion) facing the GPC.
- They will hood you onstage prior to receiving your degree.
- Please make sure you have the correct hood color and present in the following degree presentation:
 1. MA-CI (blue hood)
 2. MBA (drab hood)
 3. MAT (blue hood)
 4. MA-CSDA (white hood)
 5. DNP (apricot hood)
- The degree procession will be created when you link up prior to the procession.
- Please consult the commencement webpage for more information: www.shepherd.edu/commencement

