

GRADUATION, COMMENCEMENT & DIPLOMAS

Degree Completion Checks

In August, the Registrar conducts degree checks for the anticipated Spring & Summer graduates who have a Spring or Summer anticipated graduation term in Colleague; the Registrar emails the results to the student and their advisor. In December, after Fall Semester grades have been posted, the Registrar conducts a second degree check for these same students and emails the results to the student's advisor.

The Registrar conducts degree checks for Fall graduates with a Fall anticipated graduation term, after the preceding Spring grades have been posted and emails them to the student and advisor.

COVID Era Exception to the Total Number of Credit Hours for Graduation

Due to the disruptions to student educational progress caused by the Covid-19 pandemic, students who earn transfer credit in courses worth three credit hours at another institution during the nationwide emergency as defined by the Federal Emergency Management Agency (FEMA) are eligible to graduate with only 126 or 127 credit hours upon approval by the Office of Student Records and Registration.

Graduation Application

Students planning on graduating must complete and submit a graduation application to the Registrar, via self-service.

- Fall Graduation Applications are due October 1
- Spring Graduation Applications are due February 1
- Summer Graduation Applications are due April 1

Students who complete degree requirements in the Fall semester may participate in Commencement the following Spring semester. Fall graduates have their degree posted and their diploma mailed before the end of January, if they do not have financial obligations to the College.

Participation in Commencement

Only students who have completed, or are anticipated to complete, all requirements for a degree, as verified by the student's advisor(s) and the Registrar may participate in Commencement. Requirements for Spring graduates must be completed by the last day of Spring classes. Some departments and programs may have earlier deadlines for the completion of requirements. The deadline for Senior Spring Capstone Experience requirements is the last day of Spring semester classes. The deadline for Senior Fall Capstone Experience is three weeks after Spring semester begins.

Students who are within 8 credits of completion and are able to articulate a plan for completing their requirements before the start of the following semester, can apply to participate in Commencement. Applications must be received by the Registrar no later than 24 hours after the submission of final grades. Formal graduation and the receipt of diploma will occur after all degree requirements are met.

Students who do not wish to participate in Commencement may request to graduate in absentia via an email to the Registrar. The Registrar's Office mails the diploma to the student's diploma address, as listed on the Graduation Application, after verifying all requirements are complete, including payment of the Graduation Fee and any outstanding balance to the Business Office. All students, regardless of participation in Commencement, must pay the full Graduation Fee as listed in the Fees & Expenses section of this Catalog.

During the final semester before Commencement, the graduation eligibility of all students expected to graduate is reviewed by the Registrar's Office. If a student's record indicates they are ineligible to graduate, the student, faculty advisor(s) and the Dean of Student Achievement and Success are notified of this change in status. Such students may still participate in Commencement activities such as the senior class cruise at Mt. Vernon, the senior awards luncheon, and the senior dance and walk in Commencement, but do not earn a diploma.

The Degree Conferral date is posted as the last day of final exams for Fall Semester graduates and the last day of Summer Session Two for Summer graduates. The Conferral date for Spring is the day of Commencement. Students with outstanding financial obligations at the time of Commencement remain eligible to graduate but do not receive a diploma until the Business Office hold is cleared.

No additional majors, minors, specializations, or concentrations can be added after the degree has been posted, unless the student applies for readmission or reinstatement.

Graduation Fee

There is a \$300 mandatory graduation fee for all students expected to receive a Washington College degree. Generally, the fee is billed and due during the senior or final year. The graduation fee is a one-time non-refundable fee.

Graduation Honors

Each student's cumulative grade point average and Latin honors are calculated upon graduation and listed on the official transcript. Only the academic work completed at Washington College or in a Washington College-approved program is eligible for consideration as part of the student's

accumulated credit hours. Students with transfer coursework must **have accumulated at least 64 credits at Washington College to remain eligible for Latin honors.**

College honors are announced at Commencement and in the Commencement Program for students who earn the following at the end of their final term:

- summa cum laude: 3.875 and higher cumulative GPA
- magna cum laude: 3.75 to 3.874 cumulative GPA
- cum laude: 3.625 to 3.74 cumulative GPA

Departmental Graduation Honors

Departmental honors, are noted on the student's official transcript and in the Commencement Program, are determined by the quality of work done in major courses and in the Senior Capstone Experience. The minimum requirements are a 3.5 cum. GPA average in the coursework of the major and honors level work (grade of A- or higher) in the Senior Capstone Experience course.

College Graduation Awards

College and Departmental academic awards are noted on the student's official transcript and in the Commencement program.

Delayed Graduation

A student who is eligible to graduate but who wishes to extend their studies to complete a second major or a minor must apply for Provost approval before April 15 (for spring graduates) or November 15 (for fall graduates) to delay graduation. The student must need fewer than 32 credits to complete the second major or minor and must anticipate completion within one academic year. The student's academic advisor(s) must endorse the student's request and plan. The student may choose to walk with their original cohort at Commencement, but formal graduation will be deferred to the next graduation cycle after completion of degree requirements. If the student fails to complete the second major or minor within one year, then the student will be considered graduated with one major after one year. The opportunity to delay graduation also extends to teacher certifications, as well as any other academic credential that is within 32 credits of completion. Students should be aware of the Financial Aid implications of their decision and must seek guidance from the Financial Aid Office. In general, students who have already completed all the requirements for a major are no longer eligible for Federal Student Aid; students who have completed 8 semesters at WC are no longer eligible for institutional aid.

Diplomas

Diplomas are printed in the Latin language and include the following:

- Student's Diploma Name
- Degree
- Latin Honors

Duplicate Diplomas can be ordered from the Registrar's Office by:

1. Submitting a Duplicate Diploma request at a cost of \$45
2. The Registrar's Office mails duplicate diplomas (they cannot be picked up)
3. If diplomas must be mailed internationally, students bear the additional cost.

Apostille Diplomas are usually required for international jobs or education institutions and must be sent with the following:

1. Notarized signature of the Registrar
2. Notarized signature of the Notary who approved the Registrar's signature.
3. Notarized signature of the Kent County Clerk
4. Notarized signature of the Maryland Secretary of State.

An apostille diploma costs \$100.