

GRADUATION

GRADUATION - REQUIREMENTS, POLICIES, PROCEDURES

Once it has been determined by the Business Office that your account has a zero balance and you have met all requirements, your diploma and a student copy of your transcript will be mailed to you. This takes approximately 8 – 10 weeks following the end of term.

Requirements:

- Completion of all required courses/transfer of credit, 36 – 45 semester hours
- Petition to graduate
- Completion of the End of Program Evaluation
- Payment of the \$50.00 graduate candidacy fee
- Payment of all tuition and fees

Transcripts:

- Final transcripts may be requested as soon as finals week of your last term (provided you indicate “hold for conferral of degree” on the transcript request form).
- You can see conferral of your degree (approximately 2-3 weeks after the end of the term) and print an unofficial transcript by logging into Connections. Click the “Student” tab => click “Student Academic Services” => log in again => choose “Academic Record”.

▪ **GRADUATION CEREMONIES**

- Scott Air Force Base – Informal Graduation Party
 - Students graduating in July, October and December will receive an invitation for the *January* function
 - Students graduating in March and May will receive an invitation to the June function
 - See back page for more information
- Formal Cap and gown ceremony – Main campus
 - Held in May for those students graduating in August, October, or December of the previous year and those graduating in March or May of that year
 - Must RSVP to the Scott AFB campus no later than February 28th
 - See back page for more information

SCOTT AIR FORCE BASE – INFORMAL GRADUATION PARTY

Webster University at Scott Air Force Base holds two informal graduation party's each year. These are typically held on the last Friday in January and June with arrival by 7:00 pm. Students graduating in July, October and December will receive an invitation for the January function, and those graduating in March and May will receive an invitation to the June function.

- There is no charge.
- Active duty military graduates will receive invitations to give to their Commanders and Supervisors.
- You may invite up to five (5) additional guests.
- Each graduate may designate a person to receive a certificate of appreciation for supporting them. This person will accompany you to the podium to receive their certificate of appreciation.
- All invitations are mailed after the posting of the last terms grades.
- RSVP'S are *required* by the date requested.
- Special base entry passes are available for the graduate and guests, if needed.

FORMAL CAP AND GOWN CEREMONY – MAIN CAMPUS

Graduates may also attend the formal cap and gown graduation ceremony held in May by the main campus. There is no guest limitation at this graduation.

- Graduates choosing to participate in the formal ceremony must notify the Scott AFB campus office no later than the last day in February then complete the final RSVP per main campus guidelines.
- Information is available online at www.webster.edu/scottaafb. Choose “commencement” from the Quick Links menu on the top right of the screen.
 - Dates, times, check-in area, maps, final RSVP, cap & gown ordering, etc.
 - Checklist