GRADUATION

Filing for Graduation
Each student who expects to receive a diploma is required to complete the following steps:

1. Submit the appropriate form based upon your program (see below) to the COPH Office of Educational Services by the indicated deadline.
   - MPH Students – Candidacy and Completion of Requirements Form
   - Certificate Students – Completion of Requirements Form
2. File the degree application and fee by the deadline date through the UNMC Office of Academic Records on the MYRECORDS website.

<table>
<thead>
<tr>
<th>Expected Graduation Term</th>
<th>COPH Forms Deadline</th>
<th>Degree Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (December) Graduation</td>
<td>September 15th</td>
<td>October 10th</td>
</tr>
<tr>
<td>Spring (May) Graduation</td>
<td>January 15th</td>
<td>February 10th</td>
</tr>
<tr>
<td>Summer (August) Graduation</td>
<td>May 15th</td>
<td>June 10th</td>
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</tbody>
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Application
Students intending to graduate are required to complete an application for Degree; this includes a nonrefundable/nontransferable fee that covers the cost of the diploma, diploma cover and posting of the degree. Conferral of degrees cannot be awarded with the completed Application for Degree.

Attendance
Students graduating in May, may only attend the May ceremony and December graduates may only attend the December ceremony. August graduates are invited to attend the December ceremony (see exception below). Dual enrollment students may request the reading of both degrees at the time of the awarding of the last degree.

Students who receive an incomplete or an NR in a course during their final semester will be able to walk at commencement as planned. A diploma will not be issued until the completion of all course requirements. All work must be completed and a grade reported before the deadline to apply for the next graduation cycle. Those not completing work by this date will be required to reapply for graduation at a date subsequent to the completion of all work.

Attire
All graduating students are required to rent (or purchase) academic attire for ALL UNMC ceremonies (commencement and convocation). Rental and purchase of attire is coordinated through Academic Affairs Student Services. Flowers, sashes, pins, signs or other adornments are not allowed on robes or mortarboards. The only exceptions are professional honor society cords and/or academic honor medallions.

Commencement and Convocation ceremony information can be found at http://www.unmc.edu/studentservices/academic-records/commencement/index.html

All other questions can be directed to Barbara Breazeale at 402-559-1946 or bbreazea@unmc.edu.