

Graduation Information

New Policies Effective Fall 2010 and Thereafter

Graduation Ceremony

The University will conduct two graduation ceremonies. A ceremony will be held at the end of the fall and spring semesters.

Participation in the Graduation Ceremonies

An eligible candidate for participation must have:

- successfully completed all University's graduation requirements (the semester prior to the ceremony) or
- must be currently enrolled in all of his/her University's graduation requirements listed below during the semester or session of the ceremony

University's Graduation Requirements:

- successfully completed all general education requirements, major requirements, minor requirements, concentration/track requirements, elective requirements, and University requirements
- earned at least 120 credits or more at the conclusion of the semester or session of the specified graduation date
- earned at least a 2.0 or higher grade point average
- successfully complete departmental exit assessment

Participation in the Commencement Ceremony:

A candidate who qualifies for graduation during the semester or session will participate in the ceremony outlined below:

<u>Semester or Session</u>	<u>Ceremony</u>
Winter	Spring
Spring	Spring
Summer I	Winter
Summer II	Winter
Fall	Winter

Graduation Information (cont')

How to Apply for Graduation?

A student must complete the appropriate graduation application and pay all non-refundable fees by the deadline posted in the academic calendar. Students who apply for graduation and fail to complete their graduation requirements within the semester for which they applied must complete a new application and pay an additional processing fee.

Where to Obtain the Graduation Application?

Students can obtain the graduation application from their major departments.

What Are the Deadline Dates to Apply for Graduation?

Graduation	*Deadline Dates	Ceremony
Fall 2010	**September 3	Fall 2010
Winter 2011	September 3, 2010	Spring 2011
Spring 2011	September 3, 2010	Spring 2011
Summer 2011	February 4, 2011	Fall 2011
Fall 2011	February 4, 2011	Fall 2011

Students who apply for graduation and fail to complete their graduation requirements within the semester for which they applied must complete a new application and pay an additional processing fee.

*Graduation Application Deadline Dates for Students Who Wish to Have Their Names to Appear in the Commencement Booklet & Participate in the Ceremony

**A one- time extended deadline to accommodate the policy change.

What is the Graduation Fee?

All students are required to pay a non-refundable graduation processing fee prior to submitting the graduation application to the Office of Records and Registration. Students who apply for graduation and fail to complete their graduation requirements within the semester for which they applied must complete a new application and pay an additional processing fee.

- Undergraduate - \$35.00
- Graduate - \$40.00

Graduation Information (cont')

When is the Graduation Ceremony?

There are two graduation ceremonies, a fall ceremony and a spring ceremony. The graduation ceremony in which qualified applicants will participate is based on the term or session that they complete the graduation requirements. The completion terms/sessions and graduation ceremonies are outlined below:

Completion of Requirements	Graduation Ceremony
Winter Session	Spring Ceremony
Spring Term	Spring Ceremony
Summer Sessions	Fall Ceremony
Fall Term	Fall Ceremony

Where to Purchase the Caps & Gowns and Other Graduation Paraphernalia?

The graduation cap & gown (regalia), invitations, rings, etc. can be purchased at the bookstore on campus.

***2010 Graduation Activity Dates

Deadline for purchasing Cap & Gowns	Contact the Bookstore at 410-951-1222
Graduation Seminar (Undergraduates)	September 25, 2010
Graduation Rehearsal –Graduate Students for Fall & Spring	James Weldon Johnson Auditorium
Graduation Rehearsal Undergraduate Students for Fall & Spring	James Weldon Johnson Auditorium
Fall Commencement –Graduate Students	Saturday, December 18, 2010
Fall Commencement –Undergraduates	Saturday, December 18, 2010
Spring Commencement –Graduate Students	Sunday, May 22, 2011
Spring Commencement-Undergraduates	Sunday, May 22, 2011

***All deadline dates are subject to change due to revisions to the Academic Calendar. Please refer to Coppin's website www.coppin.edu/Commencement for the most current deadline dates and other information.

When do Seniors Take Final Examinations?

Final examinations for graduating **Seniors** will be administered during the final examination period for all students. The final degree audit for graduating **Seniors** will be conducted after all final grades are submitted at the end of the semester. Diplomas for graduating **Seniors** will be ordered and mailed after the degree audit has been completed.