

## Graduation and Commencement Exercises for the Ph.D. Degree:

### A Summary of Requirements and Procedures Related to the CWRU Office of Graduate Studies

(Version 2, Summer 2015; updated by Julie Exline)

**This document is not all-inclusive.** It covers typical information that most students will need to navigate the Office of Graduate Studies requirements and deadlines related to their M.A. degrees at CWRU. The material here is based on the Graduate Studies handbook and website. The handbook is available online, and all students should be familiar with it. Follow URL from Graduate Studies website: <http://gradstudies.case.edu/>. See Graduate Studies Handbook for unusual situations (e.g., leaves of absence, long time to finish Master's, missed deadlines).

If you have questions, check the Clinical Program Handbook, Graduate Studies Handbook, and Graduate Studies website first. If you can't find the answer, contact Brandon Bowman, Manager, Graduate Academic Affairs, [brandon.bowman@case.edu](mailto:brandon.bowman@case.edu), 368-4400. **Please try to get questions answered yourself before asking the administrative assistants, secretaries, or DCT.**

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- If you can provide documentation that all of your requirements are complete (all courses, program requirements, and dissertation defended; internship proceeding on schedule), Graduate Studies will allow you to participate in the May commencement ceremony while you are on internship; but your degree will not be conferred until later.
  - **If you want to participate in commencement before finishing internship:**
    - You'll need to **register for commencement** with Graduate Studies (usually by April 1).
    - Your internship director needs to e-mail the DCT a brief **progress update** before **March 15** (doing this in January or February is better). The purpose is to indicate whether you are making satisfactory progress on your internship and confirming what the last date of your internship is expected to be.
    - **No later than March 15** (preferably earlier), send an e-mail to the DCT and administrative assistant with **these pieces of information**, which we'll forward to Graduate Studies:
      - 1) your dissertation defense date
      - 2) the date that all dissertation revisions were approved
      - 3) the name of your internship site
      - 4) the date that you will finish your internship

**This next part pertains to graduating with your Ph.D., not just going through commencement exercises:**

- **\*\* You must apply to graduate with your Ph.D. by the Graduate Studies deadline, which is early in the semester \*\*** (e.g., 1st week of Feb. for May graduation; 1st week of June for summer; 1st week of Oct. for January graduation). **See calendar for deadlines:** <http://gradstudies.case.edu/current/calendars/calendar.html> . The form is done through SIS.
- If you haven't already done so, you must submit your dissertation and all paperwork by the posted date (see calendar). \*\* In spring, the deadline is very early—e.g., first week of April for May graduation. \*\* In fall the deadline is closer to the end of classes (e.g., first week of Dec. for January graduation).
- **Graduate Studies is very strict about the dates in which degrees are actually conferred.** If your internship ends after the Graduate Studies deadline for a given semester, you won't technically graduate until the following semester. (Sometimes this will actually be January of the year after your internship ends.)
- Even if your degree won't be conferred until January, the DCT can send a letter to post-doctoral sites clarifying that you have completed all degree requirements and are simply waiting for the degree to be conferred. However, in some states this still causes problems with post-docs that start in the fall semester. Some will insist that you have the degree in hand before you can begin to accrue post-doctoral hours, and Graduate Studies will not change the degree conferral dates.