

# Graduation/ Commencement - Graduate

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## Graduate level graduation fee

Current graduation fees (<https://www.uwlax.edu/cost/#tab-100207>) for graduate students are available in the Cashier's Office on the current tuition and fee schedule. Students are billed for the graduation fee upon completion of 20 credits toward the master's degree. This is a one-time fee assessed regardless of whether or not a student chooses to attend the commencement ceremony. There is an additional charge for the keepsake cap, gown, and hood for those attending the ceremony.

## Submitting an intent to graduate

All students must notify their college dean's office of when they plan to graduate by submitting an intent. Graduate students must submit their intent to graduate in the term in which they will successfully complete the dissertation, thesis, comprehensive exams, terminal internship, or terminal project. Attendance at commencement ceremonies is optional. Graduate students who are currently enrolled in GRC 795, GRC 798, GRC 799, or any other course in the semester in which the degree will be awarded can submit their intent to graduate (<https://www.uwlax.edu/wings/>) through their WINGS Student Center and select "Apply for Graduation." Students who have already completed all required GRC 795, GRC 798, or GRC 799 enrollments in a prior semester must contact directly the Office of Records and Registration (117 Graff Main Hall) to submit their intent.

## Graduate commencement participation

Participation in commencement and hooding exercises signifies that course work and all other degree requirements have been satisfied. Students who have not completed all degree requirements, but have a compelling reason to participate in commencement exercises early, may request permission to do so. Permission must be obtained from their college dean's office and the Dean of Graduate & Extended Learning at least a month prior to commencement. Commencement ceremonies occur each year in December and May.

## Graduate level honors

Considering the high academic achievement of graduate students and the required minimum 3.00 cumulative grade point average upon graduation, commencement and graduation honors are not calculated for graduate students.

## Diplomas

Official diplomas in electronic format are available to download and share 3-5 weeks after final grades are submitted for the term of graduation. Diplomas are emailed to the student's personal email address on file. If no personal address is on file, it will be sent to the student's UWL email. To ensure continued access to their electronic diploma after leaving UWL, students should login to their account

with Parchment (<https://www.parchment.com/learner/myAccount/>), UWL's digital credentialing partner, and update their account to an active, non-UWL email address.

Paper diplomas are mailed approximately six weeks after final grades are submitted for the term of graduation to the current legal (home) address on the university computer system unless the Office of Records and Registration has been notified differently in writing.