

# **Graduate Program of Study Policy**

Graduate education is intended to answer the personal needs of students and the special needs of society not satisfied through undergraduate training. Graduate degrees indicate that the holders have sufficiently mastered a program in a particular field to pursue creative projects in that specialty. The degrees are awarded for completion of a coherent program – formalized as the program or plan of study – designed to assure the mastery of specified knowledge and skills. Forms for specifying individual programs or plans of study are available from the principal graduate advisor or graduate officer of the academic unit, with final approval by the Dean of the School of Graduate Studies.

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## **Graduate Application for Graduation Policy**

- Keywords: Graduation, Degree, Commencement
- Policy Number: KC-ACA-3753
- Originally Issued: Prior to 2010
- Revised: Spring 2019
- Effective Catalog Cycle: AY 19-20
- Approved by: Graduate Council, SGS Dean, Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

# **Policy Statement**

Students are required to file an application for graduation with the Registrar no later than the end of the fourth week of the semester in which the degree(s) will be completed. Students graduating at the end of the summer session must file an application for graduation no later than the end of the second week of the summer session. An approved program/plan of study must be on file with the registrar at the time the student makes the application to graduate. Filing an application for graduation initiates a degree check in the Registrar's Office. Any student found to be missing degree requirements, based on their program requirements and approved program/plan of study at the time of the degree check will be notified by the Registrar, and missing degree requirements must be completed before the student will be cleared for graduation.

The application for graduation places the student's name in the commencement program. Once the completion of degree requirements has been certified by the Registrar, the Registrar's Office will authorize the diploma order.

## **Reason for Policy**

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

## **Who Should Read this Policy?**

All faculty; Academic advisors; Registrar's office personnel.  
All graduate students

## **Instructions, Procedures and Related**

# Information

## Contacts

**UMKC Registrar's Office: Website:**

**Physical Location:** 115 Administrative Center, 5115 Oak Street,  
Kansas City, MO 64110

**Mailing Address:** 5100 Rockhill Road, Kansas City, MO  
64110-2499;

**Phone:** 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@

**UMKC Office of the Provost:**

## Exclusions

## History & Updates

## Appendices