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## Policy AC027: Degree Conferral

Recommended for Approval by:

A handwritten signature in blue ink, appearing to read "Scott E. Miller", written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A handwritten signature in blue ink, appearing to read "Dale-Elizabeth Pehrsson", written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

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### A. Intent

To establish guidelines for when students participate in a commencement ceremony and when degrees are conferred.

### B. Definition(s)

Commencement Ceremony: A formal ceremony to recognize student completion of program requirements.

Degree Conferral: The awarding of the academic credential (degree or certificate), once all requirements for the credential have been verified by University officers.

### C. Policy

Students must initiate an Application to Graduate to be considered a candidate for graduation. Applications must be submitted by the student via the student self-service portal, by the deadline published on the Registrar's website for the semester or term of anticipated graduation.

Degrees will be conferred multiple times during the year:

- May, at the end of the spring semester;
- Summer, at multiple times during the summer term;
- December, at the end of the fall semester; and
- January, at the end of the Winter session.

Students who have not successfully completed all degree requirements within 30 days after the last day of final exams will not have their degree conferred until the next degree conferral date following completion of their degree requirement.

A Commencement ceremony will be held twice each year; in May for Spring and Summer graduates, and in December for Fall and Winter session graduates.

A graduate of Pennsylvania Western University is a member of the class of the calendar year in which the degree was conferred, regardless of the year the student may have attended the Commencement ceremony.

#### **D. Procedure(s)**

1. The student must apply for graduation using the Application to Graduate through the student self-service portal.
2. The application will initiate an audit of the student's credential (degree or certificate) record to verify completion of all requirements. The student will be notified if they will not meet graduation requirements.
3. The student will receive an invitation to participate in a Commencement ceremony associated with the semester or term of degree completion.

#### **E. Related policies**

Commencement Policy (AC026)

Graduation Requirements Policy (AC028)

Graduation Residency Requirements Policy (AC033)

Time Limitations for Completion of Graduate Degrees Policy (AC040)

Transcript and Diploma Policy (AC041)

#### **F. Contact Information**

For additional information, please contact the Office of the Registrar.

#### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.