



GRADUATION 601

MASTER'S & SPECIALIST DEGREES
4 STEPS TOWARDS GRADUATION

4 STEPS TOWARD GRADUATE GRADUATION:

- ❑ Step 1: Check Your Degree Works in Wingspan
- ❑ Step 2: Apply for Graduation Online
- ❑ Step 3: Graduation Audit Check
- ❑ Step 4: Graduation and Commencement

STEP 1: CHECK YOUR DEGREEWORKS IN WINGSPAN

- ❑ Make sure that the following information is accurate:
 - DEGREE PROGRAM
 - CONCENTRATION (IF APPLICABLE)
 - CATALOG YEAR
- ❑ The Degree Progress Report is based on this information.
- ❑ If the concentration or catalog year are incorrect, please submit a Change of Concentration or Catalog Form found at www.winthrop.edu/graduateschool/forms
- ❑ If any requirements are not appearing in the correct place or if you have received prior approval to substitute one course for another, please contact your advisor. Your advisor will complete the Graduate Substitution Form for you.

STEP 2: APPLY FOR GRADUATION ONLINE

- All Graduate Students must apply for graduation to initiate the degree clearance process.
- Apply via Wingspan
- A \$50.00 Graduation Fee will be charged to your student account.
- Graduation Deadlines:
 - Apply for **DECEMBER** Graduation by **September 15**.
 - Apply for **MAY** or **AUGUST** Graduation by **February 1**.
- Applications received after the posted deadlines will result in a \$25.00 penalty late fee for a total of \$75.00 posted to your student account.

STEP 2: APPLY FOR GRADUATION ONLINE

How to Apply

- Log into Wingspan
- Click on the Student Tab -> Click Student Records ->Click Apply to Graduate
- Check your degree, Choose Graduation Date
- Make sure your name is correct (they use this for your diploma)
- Review your Graduation Application Summary
- Hit Submit Request!

STEP 2: APPLY FOR GRADUATION (CONTINUED)

- ❑ Once your Application for Graduation has been processed by the Graduate School, your Graduation Status in **DegreeWorks** will be notated:

Graduation Status

Graduation Status: May 20XX Application Filed

Still Needed: Master's Graduation Audit Check

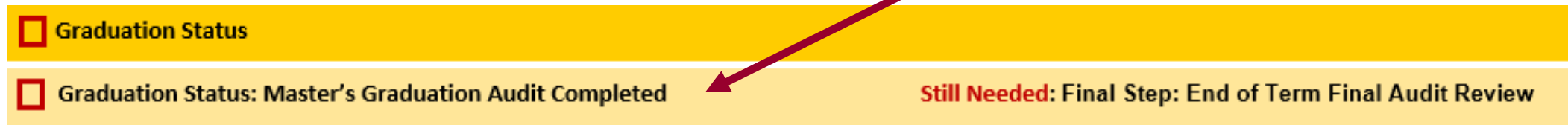


STEP 3: GRADUATION AUDIT CHECK

- ❑ At the beginning of your final semester, the Graduate School will review DegreeWorks to verify that you are on track to graduate that semester.
- ❑ You will receive an email notifying you of what you have left to complete that semester and if there are any pending problems that need to be addressed. Your Advisor is also copied on the email.
- ❑ If there are any problems or substitutions that have not been applied, please address these concerns with your Advisor or Graduate Director immediately so this can be resolved in a timely manner.

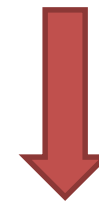
Step 3: Graduation Audit Check (continued)

- ❑ Once you receive the Graduation Check Completed email from the Graduate School, your Graduation Status in DegreeWorks will change to this:



The screenshot shows a yellow bar with a red square icon and the text "Graduation Status". Below it is another yellow bar with a red square icon and the text "Graduation Status: Master's Graduation Audit Completed". To the right of this bar, the text "Still Needed: Final Step: End of Term Final Audit Review" is displayed in red. A red arrow points from the top right towards the "Graduation Status: Master's Graduation Audit Completed" text.

- ❑ At the bottom of the Worksheet, you will see a **Notes** section. This will show you who completed your Audit Graduation check and the date. This is important as it will show you who to contact in the Graduate School, if you have any questions.



Notes

Master's Graduation Audit Check completed for May 2020. An email was sent to both the student and advisor.

Entered by

Bland, Cassandra

Date

01/27/2020

STEP 3: GRADUATION AUDIT CHECK (CONTINUED)

❑ To view “frozen reports”, go to **History**, then select the “**Historic Report**” you wish to view:

Worksheets

History >

What If

Look Ahead

Financial Aid

Aid History

Athletic Eligibility

Athletic History

Format: Student View

Historic Report: 01/27/2020 10:40 GR/MBA (GRADTE) Master's Graduation Audit Check completed May 2020

View Delete Save as PDF

History - Introduction Page

Choose a report format and an historic report and click View.

STEP 4: GRADUATION AND COMMENCEMENT

- Students will be cleared for graduation in the Fall and Spring semesters prior to the Commencement Ceremony.
- All August graduates will be cleared the day of Graduation.
- Students will be able to see that they have been cleared for graduation and their degree has been awarded on Degree Works.

✔ Graduation Status

Catalog Year: 2017-2018

GPA: 0.000

GRADUATION APPLICATION DEADLINES: Completed Application must be received in the Office of Records and Registration, 126 Tillman, by FEBRUARY 1 for May and August Graduates, and SEPTEMBER 15 for December Graduates. For more information regarding Graduation Steps, please visit <https://www.winthrop.edu/graduateschool/commencement/>

✔ Graduation Status: DEGREE AWARDED-May 2020.

STEP 4: GRADUATION AND COMMENCEMENT (CONTINUED)

Three Graduation Dates: August, December and May

- ❑ Friday, **August 20XX**
 - No August ceremony
 - Diplomas may be picked up in the Graduate School the following Monday. Diplomas that are not picked up within two weeks are mailed to students.

- ❑ Saturday, **DECEMBER 20XX** at 11:00 a.m.
 - Combined Ceremony for both Graduate and Undergraduate Students.
 - August and December graduates are invited to attend.

- ❑ Thursday, **MAY 20XX** at 7:00 p.m.
 - Graduate Ceremony for all May graduate students.

STEP 4: GRADUATION AND COMMENCEMENT (CONTINUED)

- ❑ Only those graduate students who have successfully completed all their degree requirements as outlined in the Graduate Catalog will be permitted to participate in commencement ceremonies. There are no exceptions.
- ❑ Students who are not cleared will be notified via Winthrop email. Advisors and Graduate Directors are copied on this email.
- ❑ For Commencement Details, please go the Commencement page on the Graduate School website. Graduation attire and announcements will need to be purchased at the Winthrop Bookstore or at the Grad Finale.
- ❑ The Grad Finale is held twice a year: once in the Fall and once in the Spring. Students may attend the event during the semester in which they are preparing to graduate.

QUESTIONS?

The Graduate School

Winthrop University

The Graduate School

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Rock Hill, SC 29733

gradschool@Winthrop.edu

<https://www.winthrop.edu/graduateschool/>