

## MASTERS DEGREE GRADUATION REQUIREMENTS

1. **Graduation Application** - *Deadline is February 24th to apply for the April 28, 2017 Commencement ceremony.*

You must complete an Application for Graduation by the deadline and submit it through MySEU. The Registrar's office will respond with a return email to confirm receipt.

1. **A Graduation fee will be applied to your account.** The fee for Graduation is \$150, Doctoral students will have a fee of \$180 (whether or not you participate in commencement). This fee covers the cost of the cap, gown and hood. If the application is not submitted by the deadline you will be charged a late graduation processing fee of \$25, as well. You do not need to pay this fee when you submit your application; pay it by Commencement day.
2. **Order your cap, gown and hood.** *Deadline to order is March 10. You may begin ordering on February 1<sup>st</sup>.*
  - You can submit the order online at [www.herffjones.com](http://www.herffjones.com) until this deadline.
  - **An event for you - "Graduation Center" with Herff Jones** will be held in the SEU Bookstore in February; watch for that announcement.
  - You may also order in the Bookstore, or contact them at 863-667-5048.
  - The cost for cap, gown and hood is included in your graduation fee (whether or not you participate).
2. **Graduate Summary:** You must contact your **Program Coordinator** to confirm your readiness to graduate. Your Program Coordinator will determine if you are qualified to walk in Commencement and will send official confirmation to the Academic Advising Office.

MATS, MAML, MDIV – Mr. Yoon Shin  
MBA – Dr. Ed Plastow  
MEED – Dr. Samuel Bennett  
MEEL – Dr. Scott Bryan  
METSL – Dr. Joyce Harth  
MERE – Dr. Janet Deck  
MESE 4+1, MEESE, MESET – Dr. Susan Stanley  
META - Mrs. Terri Paton  
METL – Dr. Charles Smith  
MSHS – Dr. Kenneth Stephens  
MSPC, MSSC – Dr. Cliff Hurndon

3. **Financial clearance:** *All debts to the university must be paid in order to participate in graduation.* Make sure your account balance is \$0. The graduation fee will be assessed approximately six weeks before graduation.
4. **Clear all holds:** Any hold, (ex: Business Office, or Financial Aid) must be cleared before graduation in order to participate. *You are responsible for checking your account on Thursday before commencement, to clear any holds shown on your online account.*

### FURTHER NOTES –

- **Hooding Ceremony:** Each college will conduct their own Hooding Ceremony and will send you information. You will also be invited to a reception at Tuscana, our campus restaurant, on Thursday night, April 27 at 7:30 pm.
- **Diplomas are ready approximately 8 weeks after Commencement if all of your grades are received.** Master's degree students in some programs may be approved to walk in Commencement with up to 6

credits left to finish. If allowed, students have one semester to finish all course work, and up to one year to pass all required certification exams.

If you are allowed to walk with remaining course work or certification exams to finish, you must notify us when you see your final grade posted on your online transcript, or receive your test scores. This will alert our office to process your degree promptly. Once we process your diploma, we cannot add certifications or alter your transcript, so wait until all certifications are completed.

MATS and MAML students are not allowed to have credits remaining to finish after they walk; all requirements must be completed and the student approved to walk by the Program Director.

**Remember to check your SEU email account for important communications from our office.** We will email graduation reminders to your SEU email account. Please read all of the graduation information, and you can contact our office by email or phone. We are glad we can be a part of helping you reach your goal!

***Melissa Maisenbacher***  
***Director of Student Records***  
***Southeastern University***  
***863-667-5015***  
**[graduation@seu.edu](mailto:graduation@seu.edu)**