

# STUDENT ACADEMIC POLICIES AND PROCEDURES MANUAL

---

## Graduation Policies

### Graduation Application

**MSW students must submit a Graduation Application through the Fordham portal in the final semester of their studies.**

Due dates for Graduation Applications are on the academic calendar. Filing the candidate-for-degree request begins the formal process for approval of your graduation and ordering your diploma.

**Completion of a Graduation Application is required** even if you do not intend to participate in the graduation ceremony. After your application is submitted, your transcript will be reviewed carefully. Students will be contacted only if they have not met all the requirements for graduation.

**It is important that students know the MSW degree requirements.** It is equally important that students follow their plan of study and regularly check with an academic advisor and DegreeWorks to see if all course and field requirements have been met. Students are encouraged to meet with an academic advisor prior to registering for classes each semester.

## Graduation Ceremony

If you plan to participate in the Graduate School of Social Service Diploma ceremony for **January, May, and August** it is held in May. Students are required to be in graduation attire in order to participate in the ceremony.

In late February, M.S.W. students will receive emails (to their Fordham email address) regarding cap and gown orders as well as information on ordering online tickets for the graduation ceremony.

You are an August M.S.W. graduate if you are completing degree requirements in the summer semester. August graduates are permitted and encouraged to participate in the commencement ceremony in May. August graduates receive their diplomas in November. Please note: your application for graduation must reflect the August date.

### Speakers and Awards

There are a number of awards for graduating students. Detailed information is given by email in late March. Students who believe they are deserving of an award should ask a faculty member or their field adviser to nominate them.

Each year, there is one student speaker at the graduation ceremony. Student speakers are selected on the basis of merit.

## Ph.D. Student Graduation

In order to participate in both the University and School graduations in May, the student must have satisfactorily defended the dissertation by May 1 and a copy of the approved dissertation must be in the doctoral office.

Students who anticipate they may be graduating will be asked to file for graduation by February 1, order a cap and gown by March 30, and may

receive graduation tickets in late April. Completing these activities does not imply that the student will graduate.

Students will only be permitted to participate in May graduations if they have satisfactorily defended their dissertation and submitted a copy to the doctoral office by May 1, and if the doctoral director, after a review of their academic record, attests that they have fulfilled all requirements for the Ph.D. degree.