

## Graduation Fee Policy

There is a graduation fee of \$24.45 that is charged to all undergraduate and Master seeking students when they apply for graduation.

Doctoral Candidates are charged a graduation fee of \$44.45 when they apply for graduation.

The graduation fee covers the cost of the diploma and tube, program expenses, mailing fees, and other expenses associated with graduation. All graduates are listed in the Commencement Program and all graduates must pay the fee, regardless of attendance at the ceremony.

Students are required to pay the graduation fee no later than one week before commencement. If a student has not paid their fee, their diploma and transcripts will be held for non-payment until their balance is 0. Students who pay their balance in full the week of commencement can pick up their diploma the Tuesday following the ceremony. If the balance is paid after the term has ended, the student must notify the Graduation Department by email that their balance is paid in full to receive their diploma – in person or by mail.

Graduation fees are non-refundable. However, if a student is eligible to graduate, completes the application and pays the fee, but does not graduate in the term in which the fee is paid, the student will be allowed to apply for graduation without paying an additional fee in subsequent terms – up to one year.

*Example: Student applies in spring, doesn't graduate but pays the fee. Student is allowed to apply for summer and/or fall graduation and the fee will be waived. If the student doesn't graduate in summer or fall and has to reapply in spring the student will have to pay an additional graduation fee.*