

Graduation Procedures/Final Term – M.Ed.

If you are completing an M.Ed. program, please follow the steps for “When and How to Advance to Candidacy” and the steps below for graduation:

- 1) If you are finishing your analytical report/case study, you may request to be on Filing Fee Status for **one** quarter. Filing fee status means you are not enrolled in units and will only be charged the filing fee (around \$188) instead of full tuition. To fill out a Filing Fee form, login to R’Web and navigate to the R’Grad icon. Note: if you are a GSR, TA or Associate In, you cannot go on filing fee and maintain your position. Contact the Graduate Program Coordinator for more information.
- 2) Fill out the graduation application on R’Web no later than the deadline listed [here](#).
- 3) After completing the analytical report/case study, you will need to have your faculty advisor sign the completion form and send a final draft to the Graduate Program Coordinator two full business days prior to the Graduate Division deadlines found [here](#). A copy of the completion form can be found [here](#).
- 4) If you choose to participate in commencement, check the [commencement website](#) for the most recent information including event dates, cap and gown rentals/purchases, and all other related items.

Note: Commencement policy allows for students to participate in the spring ceremony if students plan to finish their final requirement(s) in the summer. However, if you plan to finish in the following fall term, you will need to wait to participate in the following commencement ceremony. For example, if you are finishing your requirement(s) in Fall 2018, you will need to wait to participate in commencement in Spring 2019.