



WESTERN
SEMINARY

2017-2018 Graduation Memo



Thank you for taking the time to read the following guidelines regarding graduation and participation in our Commencement Ceremony. If you have additional questions related to graduation, please feel free to contact Assistant Dean Michelle Workman at (503) 517-1912 or mworkman@westernseminary.edu.

Students may complete their programs of study and be certified for degree completion any semester of the year. There are guidelines, however, which must be carefully followed. Failure to follow the established procedures will postpone graduation by one semester or longer.

GENERAL GRADUATION REQUIREMENTS
(As outlined in the Academic Catalog):

- Give evidence of orthodox belief, genuine Christian character, and conduct consistent with a God-given call to a leadership position.
- Demonstrate an ability to use the English language with precision in both speech and writing.
- Complete the prescribed course of study within the time limitation and achieve the required grade point average as outlined in the Catalog.
- Remove any admission provisions.
- Confirm that you have completed the minimum number of residential credits required by your degree program. The requirement is listed by degree program in the Academic Catalog on Western's website.
- Settle all Seminary financial obligations, including payment of the graduation fee. Students who have not made satisfactory financial arrangements will not have access to any student services, including transcript, diploma, or enrollment for a second degree.

Planning Ahead

- Early Fall: File Application to Graduate - Nov. 15th / A.S.A.P.
- December: Look for your degree audit confirmation if you haven't received it yet and email commencement updates from Student Services
- January: Order announcements available for purchase via website
- March: Summer finishers register for summer courses

Portland Campus Event Schedule

REHEARSAL & COMMENCEMENT

Saturday, April 21, 2018

Graduates arrive at 8:45 a.m.

Commencement begins at 11 a.m. - 1 p.m.

New Hope Community Church, Happy Valley

Students need to arrive at 8:45 a.m. in time for a rehearsal and class photo. This is a mandatory arrival time for all students who plan to participate in commencement. Final commencement instructions will happen promptly at 9 a.m. For families arriving early they may wait in the lobby or sit in the auditorium. Please plan childcare for all children under five, and for older children who cannot sit quietly for an extended period of time. Mothers with nursing infants may attend, it may be more convenient to select a seat at the back left of the auditorium.

CELEBRATION BANQUET

Friday, April 20, 2018 at 7 p.m.

Embassy Suites by Hilton Portland Airport

Join Western's faculty and staff for a special evening of celebration. Please plan childcare for all children under five, and for older children who cannot sit quietly for an extended period of time. Mothers with nursing infants may attend, but please reserve a table at the rear of the room. We are currently arranging details for this event and will have a new location. Please watch for more communication and ticket sales available late March.

GENERAL GRADUATION REQUIREMENTS

Continued from page one:

- Receive the recommendation of the Faculty and approval by the Board of Trustees for graduation.
- Submit the Application to Graduate form to the Registrar's Office no later than November 15, 2017. Fall finishers should apply to graduate immediately.
- If you received financial aid, complete loan exit counseling.
- Attend the annual Commencement exercises. Permission (in writing) to graduate in absentia must be requested by submitting an Academic Petition to the Administrative Committee at least six weeks prior to commencement. Such permission is normally granted only when it would cause serious hardship for the student to attend.

Additional graduation requirements for specific degrees are contained in the degree sections of the catalog and in appropriate degree handbooks.

Students in the Master of Arts in Counseling, Master of Arts in Marital and Family Therapy, Master of Theology, Doctor of Ministry and Doctor of Intercultural Studies programs should consult their program handbooks.

All graduation requirements must be completed by the last day of the semester in order to graduate that semester: **December 15, April 20, or August 10.**

If a student completes a graduation requirement (e.g., turns in an assignment) after these dates, he or she will graduate at the end of the following semester (i.e., the official degree date on the diploma and transcript will be the last day of the following semester).

Master's degree students who have not completed all graduation requirements by April 20 may participate in the Commencement exercises if the appropriate conditions are satisfied.

Conditions are as follows:

1. The remaining graduation requirements will be completed by the last day of the summer semester.
2. All thesis or dissertation requirements are completed.
3. The graduation fee has been paid.
4. All admission provisions are removed.
5. Eight credits (M.Div.), six credits (M.A.), or four credits (Th.M.) or less remain for completion of the degree.
6. The student has registered for these courses from the regularly scheduled summer course offerings by April 6th (Independent and Individualized Studies specifically excluded).
7. All incompletes are satisfied.

Exceptions to numbers 5-7 may be granted by Academic Petition only. Doctoral students must complete all requirements by **April 20th** in order to graduate in the 2017-2018 academic year. Th.M. and doctoral students should also consult their program handbooks and completion calendars to be sure they are following program-specific completion dates for their degree programs.

Students who complete their academic requirements during the summer semester, but who do not qualify to participate in the annual commencement (e.g., master's thesis, doctoral product, nine hours or more of study, etc.) will not qualify for graduation until the fall 2018 semester (2018-2019 school year).

All courses other than practicum/internship must be completed no later than summer semester. The student must register for practicum/internship no later than **April 6th** and be scheduled to complete all internship requirements within twelve months of Commencement. Consult with the Registrar for additional information.

2017-2018 Graduation Fees

Please take note of the following graduation fees, listed by degree program:

- Master of Theology, Master of Arts, Master of Divinity or Diploma of Divinity degree programs: \$200.00
- Doctor of Ministry or Doctor of Intercultural Studies degree programs: \$275.00
- Graduate Studies Certificate or Graduate Studies Diploma (graduating in absentia): \$40.00
- Partners in Ministry program: \$40.00
- Students graduating with a dual degree in the same academic year: \$240.00

(Note: GSD students who opt to participate in commencement will be charged a \$200.00 grad fee. Traditionally, GSC students do not participate in commencement.)

Graduation fees are not reduced or waived for master of arts, master of divinity, diploma of divinity, or doctoral students who successfully petition to graduate in absentia. A processing fee of \$20.00 may be assessed if a student changes his or her declared graduation date and additional expenses are incurred (i.e. a new diploma is needed). Students may also be accountable for library fees (e.g., thesis binding) and graduation fees.

westernseminary.edu/students/portland/graduation/home

Please bookmark the graduation page on Western Seminary's website, and plan to check it frequently. If you have questions regarding your degree program status, please arrange for an appointment with your academic advisor within the next few weeks.

If you have questions related to Commencement, your Application to Graduate form, or other graduation-related details, please feel free to contact Michelle Workman at (503) 517-1912 or mworkman@westernseminary.edu.

