

## JCBS COMMENCEMENT AND DEGREE CONFERRAL DATES AND DEGREE COMPLETION DEADLINE POLICY

Thomas Jefferson University confers degrees on three dates during the academic year, including the date of the annual Commencement ceremony as announced for May or June of each year. Degrees are also conferred on August 31 and December 31 of each year. However, the University only holds one commencement ceremony for each of its colleges and schools in May or June of each year. This includes students who have completed their requirements for the **M.S.** Degree or **Ph.D.** Degree programs in the Jefferson College of Biomedical Sciences.

**Requirements for Degree Conferral and Participation in the Annual Commencement Ceremony.** In order for JCBS students to participate in spring commencement and have their degrees conferred on that date, they must have successfully completed all requirements for the degree, including completion of all coursework and thesis-related requirements, as noted below. Students who complete their requirements too late to qualify for the spring commencement degree conferral date will have their degrees awarded on the next available date, either August 31 or December 31, and will be eligible to participate in the next spring commencement ceremony.

**For M.S. students.** In order for students to receive their degree and participate in the ceremony at the May/June Commencement, students must complete all required didactic course work by the end of the Spring I term of that year. The only courses that may remain open in the Spring II term are the Master's Thesis Research courses (870, 880, 890) and Master's Clerkship courses (810, 820, 830). However, these courses must be completed within the Spring II term, and therefore, to qualify for the May/June degree conferral, the student *must* successfully complete any remaining clerkship requirements and defend his/her thesis before their committee, submit the approved final bound thesis copy along with all required signature forms, and participate in the public thesis presentation no later than the scheduled April sessions during that year. If a student does not complete these requirements within this timeframe, the date of degree conferral and opportunity to participate in commencement will be the next available dates as noted above.

**For Ph.D. students.** In order for students to receive their degree and participate in the commencement exercises within a given academic year, all academic requirements must be completed, and the Thesis Defense must be passed no later than April 1 of that year. Since it is the usual case that revisions, sometimes extensive ones, are required to be made to the written thesis as a condition of completion of the degree requirements, students should ensure that their thesis defense date occurs sufficiently prior to April 1 to permit time for the expected revisions to the thesis, and for the final approved copy of the thesis to be turned in to the Dean's office, along with other pertinent documents. If a student does

not complete these requirements within this timeframe, the date of degree conferral and opportunity to participate in commencement will be the next available dates as noted above.

**Letter of completion for students with degree conferral pending.** Because there are only three degree conferral dates in each academic year, M.S. or Ph.D. students who have successfully completed all degree requirements thus may have their degree conferral pending for a period of time between these dates. Such students may request a letter from the Office of the Dean, indicating that their degree requirements have been completed, if needed for employment applications or other related purposes.

Revision August 18, 2015: to correct name. No changes in policy.