

## **V. GRADUATION & DEGREE COMPLETION**

### **A. APPLICATION FOR GRADUATION**

It is the responsibility of individual graduate students to check with their faculty advisor to make sure that all degree requirements have been fulfilled. Degree candidates must apply for graduation prior to the Commencement ceremony. The Graduation Application Form may be accessed through their self-service GullNet accounts. Deadlines for submitting an application are posted on the [Master Calendar](#) and the Commencement Web page at [www.salisbury.edu/commencement](http://www.salisbury.edu/commencement). If students fail to file the Graduation Application Form by the posted deadline, graduate may be delayed one semester. Students who find it necessary to postpone graduation must contact the Registrar's Office to make the changes in their records.

### **B. TRANSCRIPTS AND CERTIFICATION OF COMPLETION OF DEGREE**

Transcripts of graduate records for current students and recent alumni may be ordered online through self-service in GullNet. Students without an active GullNet account may submit a Transcript Request Form, by visiting "Order My Records Forms": <https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx>. A certification of degree requirements may be obtained by contacting the Registrar's Office only after all requirements are completed and after the Graduation Application Form is submitted. All financial obligations to the University must be met before a transcript or certification is issued.

### **C. PROFESSIONAL CERTIFICATION**

Requirements for the various teaching and administrative state certificates change from time to time and are determined by agencies other than the University. Therefore, the University cannot guarantee that a particular graduate program will automatically fulfill requirements for any of the various certificates available. Students seeking such certification are advised to consult a certification specialist within their state department of education or state board of nursing for information on the particular certification requirements they may wish to meet.

### **D. INTERNSHIPS AND FIELD EXPERIENCE**

Some graduate programs at Salisbury University require that students complete require students to complete an internship and/or field experience as part of their degree requirements. Salisbury University has no universal requirements for internships or field study. Please contact your academic department chair or academic advisor for specific details about internships and/or field experience requirements related to your specific degree program.