

Graduation

All academic requirements must be completed and processed before the date of graduation. Students expecting to graduate must submit the online application through myNOVA no later than the date specified in the [academic calendar](#) in which they expect to complete their program requirements. Those who miss the deadline for May graduation will not have their names printed in the Commencement program. All information regarding the May Commencement program and schedule of events can be found on the [website for the Office of the President](#).

Important Questions to Review for Graduate Students Approaching Degree Completion:

Who Should Apply for Graduation?

All Villanova University graduate students in the College of Liberal Arts and Sciences are required to submit a prospective graduate form **prior** to the completion of his/her degree requirements. This includes students who have not yet taken and/or received results of any examinations (written or oral comprehensive, qualifying portfolio, language, and certificate examinations in Human Resource Development) required by the graduate program.

If you registered for a previous graduation term and did not graduate, you must re-register for your new graduation date.

How Do You Apply for Graduation?

In MyNova, search for “Prospective Graduate Form,” choose the term you will be completing your degree requirements in the drop down menu and submit the form.

When Do You Apply for Graduation?

Students should refer to the [academic calendar](#) for application deadlines for each graduation period.

Is There a Late Fee If I Miss a Deadline?

Yes, a \$100.00 late fee will be charged to the account of late applicants registering after a deadline date noted in the [academic calendar](#). The late fee is non-refundable and non-transferable to another term. To avoid a late fee, students are urged to apply before the deadline!

PLEASE NOTE: It is not an option to apply for graduation in the following semester to avoid the late fee. You must be awarded a degree in the semester in which all degree requirements are met

What If I’m Having Trouble Applying Through MyNova?

If you are unable to complete the **Prospective Graduate Form due to technical difficulties and/or a late application** (*please refer to the late fee policy and application submission dates*), a hold on your account, inactive status, or less than 21 earned credit hours on your transcript, please email GSDean@villanova.edu for your appropriate steps to complete an alternate graduate form.

What If I Don't Finish My Requirements Until Summer or Fall?

Permission to Participate in May Commencement:

Any graduate student expecting to complete his/her degree requirements in the semester/session following May graduation may request permission to participate in the Commencement ceremony in May by completing the [Permission to Participate in May Commencement Form](#). A student requesting this permission should have no more than six credits to complete. Your name will not appear in the Commencement program until the following May, after you have officially graduated. Please visit the [Office of the President's website](#) for information regarding the May Commencement Schedule.

PLEASE NOTE: Participating in Commencement does not mean you are graduating. You will not have your name listed in the Commencement Ceremony Program and you will not be issued a diploma until your degree requirements are completed. You must apply to graduate separately. Register (or re-register) for graduation via the myNOVA portal to access the prospective graduation form (see information at the top of this page).

What Do I Need To Know About Academic Regalia?

Please check back soon for details about the options for Masters students to order cap and gown online and have them shipped to your current mailing address.

- Color of hoods for Master of Arts = White
- Color of hoods for Master of Science = Gold
- Color of hoods for Public Administration = Peacock Blue
- Color of hoods for Theological Studies = Scarlet

Are There Any Honors Categories for Graduate Students?

All graduate students must earn a 3.0 cumulative GPA or higher to receive their master's degrees. Therefore, there are no honors categories for master's level students. You may check to see if your program has an honor society and what the requirements are for being invited to join.

How can I order an official Villanova University transcript?

Villanova University has partnered with SCRIP-SAFE International to provide an online transcript ordering service to all Undergraduate and Graduate current and former students. Current students and recent graduates will have the ability to request electronic delivery of their transcripts as well.

The Ordering Site is available to current students via the student tab of myNOVA. For answers to frequently asked questions, ordering instructions and fee information, please visit the Registrar's [website](#).