Graduation

May Graduation Procedure

Following the below instructions will assist both the College and the student in a timely diploma distribution. The detailed process below is to ensure students' names are included on the graduation list.

1. After students have completed registration for the Spring semester, they should review a copy of their degree audit to be sure that every requirement is showing "met" either with a completed course or course registration; review all majors, minors, and concentrations.
   - Special attention should be paid to the use of graduate-level courses. If a student is planning to continue in a master's program at Villanova and they have taken courses as an undergrad, a Confirm Graduate Course Credits for Degree form should be used to verify proper use of courses. The form can be found on the Current Engineering Undergraduate Students Intranet site.
   - Senior year is the time for the student to update their field of study and add or remove any majors, minors or concentrations. Students should request any minor or concentration they will not complete be removed from their record. When requesting the removal of a minor or concentration, please use the Minor request form and select Remove as the type of change on the form. The form can be found on the Current Engineering Undergraduate Students Intranet site.
2. Review the degree audit with your advisor. Both the student and advisor sign and date the degree audit.
3. The Degree Verification Representative in the student's department will review all degree audits before the add/drop period is over verifying all curriculum requirements are fulfilled. The Degree Verification Representative will notify the student of any discrepancies.

Degree Verification Department Representatives:

CHE - Dr. Dorothy Skaf
CEE - Dr. Kristin Sample-Lord
CPE - Mr. Edward Char
EE - Mr. Edward Char
ME - Dr. Ani Ural

An Engineering student who has not attained the required credits for degree completion may apply for permission to "walk" in May graduation ceremonies if the student is an undergraduate who has no more than three courses left to complete the requirements for their degree and is registered to complete all of these requirements by the end of the next fall semester.

The student must complete the Request to Participate in Graduation Ceremonies Form. The form can be found on the Current Engineering Undergraduate Students Intranet site.

The student's name will appear in the May program following degree conferral. A diploma will be mailed to the student at their address of record after all requirements have been completed.