



## Graduation Timeline & Instructions for Certificate Students

In addition to completing course requirements, and any other requirements established by their degree program, **Certificate students** must complete the following process:

- 1) Prior to **February 10<sup>th</sup>** (for May graduation), **June 10<sup>th</sup>** (for August graduation) or **October 10<sup>th</sup>** (for December graduation): Complete the degree application on [MyRecords](#).
- 2) Complete the Report on Graduate Certificate (PDF form, fillable in Adobe Reader or Adobe Acrobat), print the form and obtain the appropriate signatures. The form is provided as the final page of this document.
- 6) Complete the online [Convocation & Accomplishments Survey](#). You will find it useful to have your CV/resume handy when completing this survey.  
The information collected via this survey provides Graduate Studies with data that are needed for program evaluation, accreditation and other reports. It will also facilitate the celebration of your accomplishments at the Graduate Studies Convocation Ceremony, as well as allowing us to contact you in the future.
- 7) Complete the online [Graduate Program Effectiveness & Student Satisfaction Survey](#).  
The information collected via this survey will help Graduate Studies improve the education experience for future students. Please be thoughtful and truthful in completing this survey, and be reassured that the results are completely anonymous.

Please use the checklist below to ensure that you have completed all of the steps required to graduate.

\* Once you have completed all of the above steps, combine the documents outlined in steps 1-4 into one single PDF and email the single PDF to the Graduate Studies Office ([unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu)) for one single submission. The Office of Graduate Studies will not accept the requirements document by document.

- 1) Report on Graduate Certificate Form
- 2) Convocation & Accomplishments Survey Certificate of Completion
- 3) Graduate Program Effectiveness & Student Satisfaction Survey Certificate of Completion
- 4) Media Authorization Form

**UNIVERSITY OF NEBRASKA  
REPORT ON GRADUATE  
CERTIFICATE**

Date \_\_\_\_\_

TO THE REGISTRAR:

\_\_\_\_\_ has been reported as follows concerning the requirement for the graduate certificate.

All requirements established by the \_\_\_\_\_ Graduate

Program have been satisfied, as attested by: \_\_\_\_\_  
Graduate Program Director (signature)

and each member of the student's Advisory Committee (signatures):

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Co-Chair (if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Under the supervision of \_\_\_\_\_

-----FOR USE BY THE OFFICE OF GRADUATE STUDIES ONLY-----

The candidate is therefore to be reported to the Faculty of the Graduate College as having fulfilled all requirements for the above mentioned degree.

\_\_\_\_\_  
Dean for Graduate Studies

