





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 10th** (for May graduation), **June 10th** (for August graduation) or **October 10th** (for December graduation): Complete the degree application on <u>MyRecords</u>.
- 2) Complete the <u>Report on Graduate Certificate</u> (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 <u>Convocation & Accomplishments Survey</u>. 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) 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. | nas been reported as follows | |
| All requirements established by the | | |
| Program have been satisfied, as attested by: and each member of the student's Advisory Committee (sig | Graduate Program Director (signature) natures): | |
| Chair | Co-Chair (if applicable) | |
| | | |
| Under the supervision of | | |
| FOR USE BY THE OFFICE OF GRAI | DUATE STUDIES ONLY | |
| The candidate is therefore to be reported to the Faculty requirements for the above mentioned degree. | of the Graduate College as having fulfilled all | |
| | Dean for Graduate Studies | |



MEDIA AUTHORIZATION FORM

In accordance with the Family Educational Rights and Privacy Act (FERPA), the undersigned student hereby grants to the Board of Regents of the University of Nebraska, its campuses, its representatives, employees, agents and assigns, the irrevocable and unrestricted right to use, reproduce and publish photo/video of me, including my image and likeness as depicted therein, which are identified below, for editorial, trade, advertising or any other purpose and in any manner and medium, and to alter the same without restriction and to copyright the same.

I hereby release the University of Nebraska, its components, campuses and its Regents, officers, employees, agents, legal representatives and assigns from any and all claims, actions and liability related to its use of said photographs.

I recognize by signing below, I waive any right to royalties or other compensation arising from or related to the use of the photo and/or video. My signature below also grants the University of Nebraska the use of my image for seven years from the date on this form.

| Graduate Studies Convocation | | |
|---------------------------------|---|------------------------|
| | (Name of event, pro | ject, and/or location) |
| Date | Student Signature or parent/guardian if age 19 or under | |
| STUDENT INFOR | RMATION: | |
| Phone | Printed Name | |
| Current AND Per | rmanent Address (City, State | e, Zip) |
| Email Address | | |
| REQUESTOR: | | Other information: |
| H. Dele Davies/OName/Departme | Graduate Studies/Deanent/Title | |
| 402-559-5131 Contact Informa | ation | |

