

## Master of Science Degree Conferral Process

1. Eight weeks prior to when you plan to graduate, complete and submit the degree application available at this link: <http://www.nova.edu/cwis/registrar/instructions.html>. Review all instructions on this webpage and complete all steps.
2. Pay your \$75 degree application fee.
3. Complete all program requirements:
  - a. Library Modules
  - b. Successfully complete all program courses.
  - c. EDU 699 grades are submitted on the 5<sup>th</sup> of each month to the NSU program office. Students who finish after the 5<sup>th</sup> of each month will have their grades submitted on the 5<sup>th</sup> of the NEXT month. Grades are only submitted once a month.
  - d. Grades will be posted to your transcript by the end of the month (usually on the last day of the month).
  - e. Submit your Portfolio Verification Form to Denise Kelly (address on the bottom of the form). Refer to your Distance Learning Student Manual, pages 26-32, for complete portfolio instructions. The Verification Form is on page 31.
4. Degrees are conferred on the last day of each month. Assuming your accounts are settled and all program requirements met, your degree will be conferred on the last day (Aug. 31, Sept. 30, etc.) of that month OR the last day of the following month. Please plan accordingly. In other words, if you finish your TLI work by June 5, your degree will be conferred on June 30 at the earliest or July 31 at the latest.
5. You will receive an unofficial transcript along with a letter from the Registrar stating that your degree has been conferred and when to expect your diploma, which is sent a few weeks after the conferral is posted. You will receive your diploma 4-6 weeks from the time your degree has been conferred and posted. For an Official Transcript, visit <http://www.fgse.nova.edu/matl/transcript.htm>. If you want a complete transcript, check WebCT to confirm that your EDU 699 grade and degree conferral has posted before ordering your transcript.
6. To satisfy school district timelines for master's pay increases and/or tuition reimbursement, you may request an official letter documenting completion of all BrainSMART program requirements. All program requirements must be satisfied and all accounts settled. Please send your request via email to [soulikia@nova.edu](mailto:soulikia@nova.edu). Your request must come from your NSU e-mail account and include your NSU ID and full name. In your subject line, type *Your Last Name* Requesting Letter Verifying Program Completion.
7. Commencement Ceremonies take place in June. For information, visit <http://www.schoolofed.nova.edu/commencement/>. If you want to participate in the ceremony, you will want to make sure you start this process early with plans to have degree conferral on April 30 (optimally) or May 31 at the latest.

*For any inquiries, please send an e-mail using your NSU e-mail account ([mail@nova.edu](mailto:mail@nova.edu)) and include your full name and your NSU ID.*