

# PEPPERDINE UNIVERSITY

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## Graduate School of Education and Psychology

### Graduation FAQs

#### 1. How does GSEP define graduation?

- 1.1. Graduation at GSEP means you have completed the degree requirements for your program, submitted a Graduation Application and have had your degree posted to your academic record.
- 1.2. Master's degree students should refer to questions 16 – 17 for instructions on when to apply to graduate.
- 1.3. Doctoral students should refer to questions 18 – 19 for instructions on when to apply to graduate.

#### 2. Why do I have to apply to graduate?

- 2.1. Applying to graduate serves as the school's notification that you have completed your degree requirements and request to have your degree posted to your academic record.

#### 3. How do I apply to graduate?

- 3.1. Master degree students will apply to graduate through their Student Center in WaveNet. Detailed instructions, including screen shots are sent to potential graduates through their Pepperdine University e-mail account after the add/drop period of each term.
- 3.2. Doctoral degree seeking students will complete the paper Graduation Application only when instructed to do so after clearing APA Review or completing doctoral internship.

#### 4. I am trying to apply to graduate through my Student Center in WaveNet, but I do not have an option to apply?

- 4.1. The application to apply to graduate is only available through your Student Center during the first month of the term. If you are trying to apply through your Student Center after the Graduation Application has closed, please request a paper Graduation Application from your academic advisor.

#### 5. How do I confirm GSEP received my Graduation Application?

- 5.1. If you apply to graduate through your Student Center in WaveNet, a confirmation page will appear after you click "submit."
- 5.2. If you submit a paper Graduation Application, you can contact your academic advisor to confirm receipt or e-mail [gsepreg@pepperdine.edu](mailto:gsepreg@pepperdine.edu).

#### 6. What happens if I apply to graduate during the wrong term?

- 6.1. If you apply to graduate for a term in which you will not complete your degree requirements, your next term's financial aid and enrollment appointment will be cancelled. Be sure to submit a Graduation Application **ONLY** during the term in which you will complete your degree requirements. Contact your academic advisor to submit a new Graduation Application for the correct term.

#### 7. I applied to graduate too soon and now I need to re-apply. How do I do this?

- 7.1. If you need to re-apply to graduate, you must complete and submit a paper Graduation Application. Please contact your academic advisor to request a paper application.

#### 8. Do I need to submit a Graduation Application in order to attend the GSEP Commencement Ceremony?

- 8.1. No, the Graduation Application is solely for the purpose of posting your degree to your academic records. If you are interested in attending the GSEP Commencement Ceremony, be sure to R.S.V.P. by completing the Graduation Attendance Form. The Graduation Attendance Form will be e-mailed to all potential graduates at the beginning of the Spring term. For questions regarding your R.S.V.P, please email [gsepgrad@pepperdine.edu](mailto:gsepgrad@pepperdine.edu).

## **9. How do I know if I'm nearing the completion of my degree?**

9.1. You can conduct an audit of your degree progress by reviewing the "my advisement report" under the "My Academics" tab in your Student Center in WaveNet. Be sure to verify and review academic requirements by consulting the GSEP Academic Catalog applicable to your term of entry. For questions regarding degree completion, contact your academic advisor for further information.

## **10. Who can I contact for questions regarding degree completion?**

10.1. You may contact your academic advisor:

10.1.1. [Alicia.Standifer@pepperdine.edu](mailto:Alicia.Standifer@pepperdine.edu), Academic Advisor, Education – K-12 Programs (MAE/TP, ELA, ELAP)

10.1.2. [Jolene.Martin@pepperdine.edu](mailto:Jolene.Martin@pepperdine.edu), Academic Advisor, Education – Leadership & Tech Programs (MALT, OL, EDLT, SEC)

10.1.3. [Tinnie.Taylor@pepperdine.edu](mailto:Tinnie.Taylor@pepperdine.edu), Academic Advisor, Psychology – MA & MFT evening West LA and Irvine Graduate campuses (MFT–Latina/o program)

10.1.4. [Bernadette.Rivera@pepperdine.edu](mailto:Bernadette.Rivera@pepperdine.edu), Academic Advisor, Psychology – MA & MFT evening West LA and Encino Graduate campuses

10.1.5. [Andrea.Lipnicki@pepperdine.edu](mailto:Andrea.Lipnicki@pepperdine.edu), MFT – Daytime Malibu Program Administrator

10.1.6. [Cheryl.Saunders@pepperdine.edu](mailto:Cheryl.Saunders@pepperdine.edu), PsyD Program Administrator

## **11. I am nearing the completion of my Master's degree, when should I apply to graduate?**

11.1. You should apply to graduate during the term in which you will complete your degree requirements and before the application deadline. For instance, if you will complete your degree requirements during the Fall term (ending in December,) you would submit a Graduation Application at the start of the term (beginning in September) before the application deadline of September 30. Applying during the wrong term for graduation will affect your financial aid and future registration eligibility.

## **12. What is the deadline for applying to graduate?**

12.1. If you are a Master's degree student, the deadline to apply to graduate for your applicable term of completion is typically the last day of the first month of the academic term. For example, the deadline to apply to graduate for the Fall term would be September 30. Current application deadline dates are listed in the GSEP Academic Catalog (<http://gsep.pepperdine.edu/psychology/catalog/>), or the online GSEP Academic Calendars (Education: <http://gsep.pepperdine.edu/education/calendar/>, Psychology: <http://gsep.pepperdine.edu/psychology/calendar/>.) The Graduation Application deadline date and instructions on how to apply will be e-mailed to all potential graduates after the add/drop period of each term.

12.2. Doctoral students will be given application deadlines during the APA Review process or doctoral internship.

## **13. I am nearing the completion of my Doctoral degree in Education, when should I apply to graduate?**

13.1. Please do not submit a Graduation Application until you have received APA Clearance and have been instructed to apply to graduate by the Assistant Manager of Writing Support.

## **14. I am nearing the completion of my PsyD degree, when should I apply to graduate?**

14.1. Your academic advisor, Cheryl Saunders, will instruct you to submit a Graduation Application after you have received APA Clearance and completed your doctoral internship.

## **15. If I attend the GSEP Commencement Ceremony does this mean I have graduated?**

15.1. No, attending the GSEP Commencement Ceremony does not mean you have graduated and completed your degree requirements. You must submit a Graduation Application during the term in which you will complete your degree requirements in order to officially graduate.

## **16. Can I attend the GSEP Commencement Ceremony if I haven't graduated yet?**

16.1. Yes. If you are a doctoral (EDD or PsyD) student you may attend the GSEP Commencement Ceremony as long as you have passed your Final Oral Defense by your program's deadline. Master degree students can attend the GSEP Commencement Ceremony if they will complete their degree requirements by the end of the Summer term. Please contact your academic advisor for further information.

**17. Where can I find details regarding the GSEP Commencement Ceremony?**

17.1. Details including, but not limited to when and where the ceremony will be, can be found at <http://community.pepperdine.edu/gsep/student-services/graduation/>. You may also e-mail [gsepgrad@pepperdine.edu](mailto:gsepgrad@pepperdine.edu), or call 310-568-5757.

**18. When will I receive information regarding attendance at the GSEP Commencement Ceremony?**

18.1. The GSEP Events department will email the Graduation Attendance Form to all potential graduates during the Spring term. To confirm your attendance, you can email [gsepgrad@pepperdine.edu](mailto:gsepgrad@pepperdine.edu).

**19. How do I confirm my R.S.V.P for attending the GSEP Commencement Ceremony was received?**

19.1. After completing and submitting the GSEP Attendance Form, you will receive an automated confirmation e-mail from [gsepgrad@pepperdine.edu](mailto:gsepgrad@pepperdine.edu). If you do not receive a confirmation, you can e-mail [gsepgrad@pepperdine.edu](mailto:gsepgrad@pepperdine.edu), or call 310-568-5757 to inquire.

**20. I have graduated, when will my degree post to my academic record?**

20.1. For students who have submitted a Graduation Application and have completed all degree requirements, degrees will be posted to academic records approximately one week after the term has ended and grades have been submitted.

**21. I have graduated, when should I expect to receive my diploma?**

21.1. Diplomas are mailed to students approximately 90 days after degrees have been posted. You will not receive your diploma if you have any existing holds on your student record. Be sure to check your Student Center in WaveNet for any holds which would prevent you from receiving your diploma, i.e. Federal Loan Exit Counseling or a delinquent tuition balance. Contact the respective office for the hold as soon as possible to prevent a delay in receiving your diploma.

**22. I have graduated and need an official copy of my transcripts indicating my degree has posted. How do I order official transcripts?**

22.1. Recent graduates have access to request an official copy of their transcript through the Student Services menu in WaveNet for 90 days after their degree is posted. You may also request an official copy of your transcript here: <http://www.pepperdine.edu/registrar/transcripts/>. Be sure to indicate on your transcript request "do not process until degree has posted." You may contact the office of OneStop for questions regarding transcript processing at: <http://seaver.pepperdine.edu/onestop/contact/>, or 310-506-7999. Note: students will not receive transcripts if they have any existing holds on their student record.

**23. I have graduated and need to submit confirmation my degree has posted to my employer sooner than receiving my diploma. How do I do this?**

23.1. You can request a Degree Verification letter by visiting: <http://www.pepperdine.edu/registrar/verifications/degree.htm>.