SEEKING TO GRADUATE THIS SPRING?

Here’s what you need to do
These slides go over graduation requirements for degree completion of all Divinity programs.

Currently, we do not have any information to share on any graduation or commencement events.
Spring 2021 Graduates

- You have been contacted since you have an expected graduation date of Spring 2021 in DukeHub. If this is not correct, please write to the academics team so we can update your information.

- Graduation processes require your attention and engagement. Get ready to make a to-do list.

- The ACADEMIC CALENDAR is your friend.

- COVID-19 has provided opportunity for flexibility in course assignments, academic calendar, etc., but graduation requirements and due dates are not flexible.
Summer 2021 Graduates

- This information is also for students who have been identified with an expected graduation date of Summer 2021, if this is not correct, please write to the academics team so we can update your information.

- Please note that your Portfolio due dates follow the same deadlines as the Spring graduates (refer to the academic calendar).

- All Summer grads will need to complete their Portfolios in Spring 2021 by the April 30th deadline in PebblePad.
What you need to do (buttons are hyperlinked)

Apply to graduate
- All students must apply to graduate by **April 5**
- Access the application in DukeHub
- Make sure the address is correct, this is the address your degree will be shipped to

Exit Loan Counseling
- For those with student loans, you will need to speak with the office of Financial Aid and Scholarships to determine if/when you need exit loan counseling – Exit Loan Counseling will take place on **March 18 @ 12:30pm – 1:30pm**

Certificate/Concentration Tracking Sheet
- If you are seeking a certificate or concentration, please turn in all necessary paperwork to Academics by **March 29**

Student Portfolio (MDV, MTS), DMIN
- Portfolio completion by **February 5**
- Portfolio review due by **April 30** (NO extensions given due to graduation)
- MA Students should have completed their reviews by **January 22**
- DMIN Students should have their advisor reviews completed by **May 1**
THESIS AND DISSERTATION REQUIREMENTS

For students in the MTS, THM, THD and DMIN programs, here are your requirements
MTS Thesis Guidelines

- Full draft of thesis due to advisor for review no later than two weeks prior to the first day of Reading Week (April 8)

- Thesis notification of approval by advisor must be submitted to Academics by April 30
  - Approvals submitted by sending signed coversheet to academics

- MTS Thesis Guidelines document
  - Document for information on thesis and incremental due dates
THM Thesis or THM Comp Exam Guidelines

- Full draft of thesis due to advisor for review no later than two weeks prior to the first day of Reading Week (April 8).
- Thesis notification of approval by advisor must be submitted to Academics by April 30.
- Comp Exam notification of student performance must be submitted to Academics by April 30.

THM Comp Exam or Thesis Guidelines
- Document for information on exam or thesis and incremental due dates.
THD Dissertation Guidelines

- Last Day to defend dissertation **April 26**
- Last Day to upload final dissertation with signatures to Divinity ProQuest **April 30**
- THD Dissertation document
  - Document for information on dissertation and incremental due dates
DMIN Thesis Guidelines

- Final thesis due to **Ashley Lunn** by **April 23**
- Last Day to upload final DMIN Thesis to Divinity ProQuest **April 30**
- **DMIN Thesis document**
  - Document for information on thesis and incremental due dates
MAY 3rd – What happens on that date?

- Grades are due – all grades are due for a student graduating this Spring by this day
  - Coursework from the preceding term, as well as resolution of any outstanding incompletes (students cannot graduate with unresolved incompletes needed for graduation)

- Bursar balance – has to be a zero balance in order for your diploma to be released

- Degree Conferral – students must be approved to graduate, all things above must be done

- If students have not completed all the things by May 3rd, the student will be moved to a Summer graduate (Degree Conferral September 2021)

- Questions or concerns, contact Academics
Graduation Activities

• All Duke University Spring graduates degrees are conferred in late May/early June

• Diplomas are sent by mail soon after conferral

• Cross Ceremony (information forthcoming from the Chaplain’s office)

• Keep up with developing plans for Spring 2021 graduation activities on the graduation website
Applying for Graduation

Follow directions for applying to graduate listed on slide 5 above.
Finding your expected graduation date

<table>
<thead>
<tr>
<th>Program</th>
<th>Admit Term</th>
<th>Expected Grad Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divinity School</td>
<td>2019 Fall Term</td>
<td>2022 Spring Term</td>
</tr>
</tbody>
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Plan: Divinity-MDIV 2019 Fall Term
Questions?

- If you have questions concerning your individual student record, please contact the Academics Team at academics@div.duke.edu
### Email and Reference Information

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22</td>
<td>MA Students portfolio advisor reviews due</td>
</tr>
<tr>
<td>February 5</td>
<td>MDV, MTS Portfolio complete</td>
</tr>
<tr>
<td>March 1 @ 10 am</td>
<td>Graduation Meeting</td>
</tr>
<tr>
<td>March 18 @ 12:30 pm</td>
<td>Exit Loan Counseling</td>
</tr>
<tr>
<td>March 29</td>
<td>Certificate/Concentration declaration deadline</td>
</tr>
<tr>
<td>April 5</td>
<td>Apply to graduate deadline</td>
</tr>
<tr>
<td>April 30</td>
<td>MDV, MTS Portfolio advisor reviews due (NO EXCEPTIONS)</td>
</tr>
<tr>
<td>May 1</td>
<td>DMIN Portfolio advisor reviews due (NO EXCEPTIONS)</td>
</tr>
</tbody>
</table>

- Academics – [academics@div.duke.edu](mailto:academics@div.duke.edu)
- Financial Aid – [finaid@div.duke.edu](mailto:finaid@div.duke.edu)
- Bursar’s Office – [bursar@duke.edu](mailto:bursar@duke.edu)
- Academic Calendar - [https://divinity.duke.edu/for-students/academic-resources/academic-calendar](https://divinity.duke.edu/for-students/academic-resources/academic-calendar)
- Forms & Paradigms (Thesis & Dissertation guidelines/Certificate/Concentration forms - [https://divinity.duke.edu/for-students/academic-resources/forms](https://divinity.duke.edu/for-students/academic-resources/forms)
- Apply for Graduation - [https://registrar.duke.edu/help-guides/apply-graduation](https://registrar.duke.edu/help-guides/apply-graduation)
- Portfolios - [https://divinity.duke.edu/for-students/academic-resources/student-portfolios](https://divinity.duke.edu/for-students/academic-resources/student-portfolios)
- Graduation Information - [https://divinity.duke.edu/for-students/academic-resources/graduation](https://divinity.duke.edu/for-students/academic-resources/graduation)