

Graduation Checklist

1. Review degree/certificate audit with your academic advisor.
2. Complete an Application for Graduation (one for each credential applying for) and necessary forms (i.e., Graduation Substitution, Legal Name, etc.).
3. Check for possible institutional HOLDS and resolve if necessary.
4. Request an official transcript and select 'Await Degree' via www.getmytranscript.com.
5. Update home/permanent address, phone, and email as needed.

Graduation Application Deadlines

Completion Term	Priority Deadline	Final Deadline
Fall	September 1	December 1
Spring	December 1	February 1
Summer	February 1	March 1

Commencement Ceremony Information

- Commencement is a formal ceremony which celebrates our candidates for graduation.
- The ceremony is held once a year in May. Graduates from the prior Fall, current Spring, and upcoming Summer semesters are invited to participate in commencement exercises.
- Caps and gowns are ordered based upon the information provided on the graduation application.
- The ceremony generally lasts for one hour and is held in the Conestoga Arena of the Dennis Perryman Athletic Complex.
- A letter concerning details of the commencement ceremony for graduates will be emailed (to the graduate's BusterMail account) from the Registrar's Office several weeks prior to the ceremony.
- Stoles and honor cords may only be worn by the following:
 - Phi Theta Kappa (PTK) graduates
 - High Honors graduates (cumulative GPA 3.60 and higher)

Diplomas for Degrees and Certificates

- Diplomas are generally mailed within 8-10 weeks after degree/certificate verifications are completed, to the graduate's diploma address as indicated on the Application for Graduation.

Other

Although faculty and staff advisors, along with the Registrar's Office, assist in checking degree/certificate requirements, students are ultimately responsible for meeting graduation requirements.