

Graduation Checklist

- _____ Prior to your last semester, contact your academic advisor to make sure your academic file is in order.
- _____ Register as soon as you are allowed to secure the courses needed for graduation.
- _____ Reminder to those students required to take Strategic Management (MGMT 4132 or MGMT 6731): Course must be taken your last semester of course work.
- _____ Students must officially apply for graduation and pay a non-refundable \$65 fee. Graduation applications are available at the beginning of each semester at the Student Assistance Center or can be downloaded from their website.
- _____ Graduation applications must be submitted within the first three weeks of the semester, by the date specified in the academic calendar.
- _____ Attend “GradFest” to order announcements, graduation ring, caps and gowns, etc. The date of this event is in the academic calendar.
- _____ After the graduation application has been processed, academic advisors will complete a graduation audit and applicants will receive a copy of their graduation application in the mail with confirmation of what must be accomplished for graduation to be approved.
- _____ The actual date of Commencement is announced as soon as it is set. Final grades have not been posted when Commencement takes place, so all hopeful graduates can participate.
- _____ Diplomas will be mailed to the address on your graduation application usually two to three months after graduation.