Submit Intent to Graduate

Students should notify the university of their intent to graduate if expecting to graduate in the next year. Please submit your **term of graduation before the start of your final term** if possible. The deadline for your name to be printed in the Commencement program is November 1st in the Fall (for December ceremony) and April 1st in the Spring (for May ceremony). You can still participate in the ceremony though, even if your name isn't in the program. Summer graduates are with the May ceremony and Winter graduates with the December.

**Directions:**

1. In the **Academics** section of your Student Center, select **Submit Intent to Graduate** from the drop-down menu. Click the double arrow button.

2. Click on the **Submit Term of Graduation** link next to the program from which you are graduating.
3. On the next page, select your expected graduation term and click **Continue**. If the future term you are searching for is not available, come back the next term and see if it is available then.

4. Another section will appear with information about Commencement, your diploma, and what will happen to your netID and email after graduation.
5. Read the information and then click **Continue**.

6. On the next screen, confirm the term you selected and click **Submit Application** at the bottom.
7. The following message should appear, and you are done.

Submit Confirmation

✓ You have successfully submitted your intent to graduate.

8. To verify that you submitted your intent correctly, go to your Student Center and click the My Academics link in the Academics section. Then click the View my graduation status link at the bottom. The status will say "Submitted Intent to Graduate" if you have already completed this. Note the expected graduation term. If that term is incorrect, contact your Dean's office.

Tip: If you select Submit Intent to Graduate from your home page drop down menu again, you will see View Graduation Status to indicate you have already submitted a term. Clicking on it will display the term you have already submitted as your graduation term.