Submit Intent to Graduate

Students with 90 or more credits and who intend to graduate in the next semester or two should notify the university of that intent ahead of time. This indicates you wish to receive Commencement information and you are ready to have your academic record reviewed by your College Dean's office. Your College Dean's office must verify you have completed all your requirements before a degree can be awarded. You will be notified by email if any degree requirements are not satisfied.

The term in which you graduate is the term in which you plan on completing your final credits or other requirements. Students may earn a degree at the end of May, August, December, or January. Students graduating in August are assumed to be participating in the May ceremony, and those graduating in January are assumed to be participating in the December ceremony. You may contact your College Dean's office to request permission to participate in a different ceremony.

Deadline for names to be included in Commencement is November 1st in the Fall (for December ceremony) and April 1st in the Spring (for May ceremony). However, it is strongly recommended that you notify the University of what term you plan on graduating in before the start of your final term. Students can submit their term of graduation up to a year ahead of time.

If you will be graduating soon:

1. In the Academics section of your Student Center, select Apply for Graduation from the drop-down menu. Click the double arrow button.

   ![Academics](image-url)
2. Click on the **Apply for Graduation** link next to the program from which you are graduating.

3. From the drop-down menu, select your expected graduation term and click **Continue**. If the term you are searching for is not available, you will not be able to submit the term now. Return in a few months and try again. It is recommended that students apply before the start of your last term.
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**. On the next screen, confirm the term you selected and click **Submit Application** at the bottom.
6. The following message should appear, and you are done.

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Submit Confirmation
✓ You have successfully submitted your intent to graduate.

7. If you aren't sure if you submitted your graduation term already, 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 term and program you intend to graduate in will appear.

Tip: If you select Apply for Graduation from the menu again, you will see View Graduation Status as the link instead of Apply for Graduation which is the same view. Clicking on it will display the term you have already submitted as your graduation term.