

# Undergraduate Graduation Application FAQs

**Q:** When is my graduation application due?

**A:** If you are planning to graduate in May or August, your graduation application is due to your advisor by the third Friday of the Fall semester. If you are planning to graduate in December, your graduation application is due to your advisor by the last Friday in April.

**Q:** How do I know what classes to list on my application?

**A:** Log in to [DegreeWorks](#) (located in Unify under PAWS, Student Services, then Student Records) and review your worksheet. Identify which courses you still need to complete and the number of overall and upper-level hours you still need to take. Then draft a semester-by-semester plan that will allow you to complete each requirement.

**Q:** Okay, I've filled out my application. What next?

**A:** Pay your \$45 graduation fee [online](#). Attach a copy of your receipt to your graduation application.

Make and keep an appointment with your academic advisor to review your application. Take your completed graduation application to your advising appointment and turn it in to your advisor. (Do not take a blank application to your advisor and expect him or her to fill it out for you.)

**Q:** What happens to my graduation application after I turn it in to my advisor?

**A:** Your advisor will review your application and alert you to any issues. He or she will then forward the application to your department chair for review. After that, your application will be forwarded to the Registrar's Office for a final check of all requirements.

**Q: How will I know that the Registrar's Office has received my application?**

A: As soon as the Registrar's Office receives your application, your graduation application status in DegreeWorks will change to "Application Submitted." Until the Registrar's Office is in receipt of your application, you have not applied for graduation.

**Q: How long will it take to review my application?**

A: Generally, it takes the Registrar's Office four weeks from the date we receive your application until it is fully checked and returned.

Applications are checked in the order in which they are received. If you wait until the due date to submit your application, it may take longer to receive your copy in the mail.

**Q: How will I know if my graduation application has been approved?**

A. The Registrar's Office will send a copy of your reviewed graduation application to the mailing address you list on your application. Your copy will either state that you need to complete your courses and remaining requirements as planned, or that you have deficiencies that you need to address immediately. Your graduation application status will also change on DegreeWorks to reflect that your application has been reviewed.

**Q: My graduation application status on DegreeWorks keeps changing. Is that normal?**

A: Yes. After your initial review, your graduation application will be coded in one of two ways:

Plan Reviewed by Registrar. This means that your plan has been reviewed and accepted. Complete the courses and requirements as listed on your graduation application by the date indicated by the reviewer.

Changes or Petitions Needed. This means that you either need to change your planned courses, obtain a substitution or petition, or address other deficiencies in your graduation application. Please act on these deficiencies immediately so they do not delay your graduation date.

Later, in the semester you will graduate, your status may be changed to Approved Pending Final Grades if your only remaining requirements are satisfactory completion of the courses in which you are enrolled. It may also revert to any of the other statuses if you make changes that affect your ability to complete degree requirements.

**Q: What should I do if I change my class schedule after I turn in my application?**

A: Review your DegreeWorks audit and make sure that your change did not affect your ability to complete requirements or affect the total hours you need for graduation. If the change did not affect your ability to complete your requirements within your original timeframe, you do not need to do anything. For instance, if you could take Course A or Course B to complete a major requirement, and you listed Course A on your graduation application but actually enrolled in Course B, you do not need to update your application.

However, if there is now an unfulfilled requirement or you are short hours because of your change, you need to meet with your advisor, make a new plan for graduation, and then bring us a revised graduation application immediately that outlines your new plans for how and when you will complete that requirement.

Please note that it is your responsibility – not your advisor’s – to notify the Registrar’s Office of any changes that you make to your graduation application.

**Q: What if I’m taking one of my last courses as a transient student?**

A: Include the course and the college where you are taking the course on your graduation application. Send us a copy of your schedule as soon as you enroll in the course. We will send you additional information about how to be sure that we receive your final grades in time to post your degree.

**Q: What should I do if I want to update my graduation date?**

A: Notify the Registrar’s Office by email immediately.

**Q: What do I do if I change my name after I have turned in my graduation application?**

A: When you update your records at the Registrar’s Office, ask to update your graduation application at the same time. We will not automatically update the name you requested on your diploma following a name change.

# Contact Information

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