Applying for Graduation

November 1, 2017

Steps to Graduation and Commencement

Provided are general steps for the graduation process. As of October 27th 2017, the commencement application is included as part of the graduation application.

Commencement is still managed by the Commencement

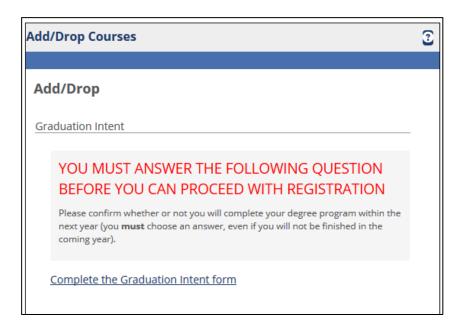
Committee. Any questions about commencement, tickets or regalia should be directed to

Undergraduate Graduation Process

Step 1: Declare Intent

Declaring intent is simply answering a question about the year and term you plan to graduate. You can answer the intent question using <u>either</u> of the following methods:

Online intent question



Paper registration intent question

Do you plan on completing you	t degree requirements v	within the next year?	If so, indicate	Fall	_Spring _	Summer

Students that declare intent to graduate in the upcoming semester will be granted access to view the graduation application in MyDU. These students will be sent additional information about the graduation process as well as courtesy reminders to apply for graduation.

Step 2: Apply for Graduation (most important step)

Depending on the student's answer to the intent question, students will be granted access to complete the Graduation and Commencement Application online. Please see the <u>Graduation Information</u> page for deadlines. Completion of the application triggers the Office of the Registrar to conduct a graduation audit.

Contact Us

Office of the Registrar
registrar@dom.edu
Commencement Committee
dugraduation@dom.edu

Helpful Tips:

- The graduation application is accessible between advance registration and the posted application deadline (near the start of the term). Students are encouraged to submit their application as early as possible in case audit findings identify deficiencies and schedule changes that must be made before the add/drop period ends.
- Applications submitted on or after the deadline run the risk of not having their audit complete by the end of add/drop

Step 3: Receive Graduation Audit

If students apply for graduation by their deadline, they can expect their graduation audit to be completed by the add/drop deadline of their final term. Graduation audits are conducted to determine if it is possible for a student to complete all program requirements by the end of their final term (based on earned and currently enrolled coursework). If deficiencies are found that would make a student ineligible to graduate, a GD, GI or GT hold will be placed on the student's account. Only students with deficiencies will be notified of audit results via Dominican email. If a student is on track to graduate, a "Prospective Graduate" (GX) hold will be placed on the student's account.

Prospective Hold Definition

GX = <u>Prospective Graduate</u> (you are tentatively on track to graduate)

GD = <u>Prospective Graduate/Deficient</u> (a deficiency must be resolved to be eligible to graduate)

GI = <u>Prospective Graduate/Incomplete</u> (an incomplete must be resolved to be eligible to graduate)

GT = <u>Transfer Transcript Graduation</u> (official transfer credit is needed to be eligible to graduate)

All audited students will have a hold placed on their account (this applies to all prospective holds listed above). Once a prospective hold is placed on your account, all schedule changes must be completed using a paper add/drop form. We try to ensure the student does not make schedule changes that would affect their ability to graduate. We do not guarantee that we will catch everything, but we will try.