

How to apply for graduation

Graduation is not an automatic process. To begin the process of graduation:

1. Speak with your academic advisor the semester **prior** to the expected graduation term.
2. After approval, submit your [intent to graduate](#) the semester **prior** to the expected graduation term.
3. Upon review and final approval by both the department and the Office of the University Registrar, your degree will be conferred. You must be in good financial standing with the University to receive your diploma.
4. Keep track of dates, intent to graduate, and commencement information via the Registrars [Graduation Services](#) website.

Note:

Please contact the [Registrar's Office](#) if you need official copies of your academic transcript.