

## Graduation Checklist

### Checklist for *Degree Program Requirements (Academic Department)*

All students are responsible for meeting all department, course, and other requirements as outlined for the degree program. Please refer to the University Bulletins for degree program requirements and requirements for degree conferral or contact the Academic Department.

- ✓ Official admission to the degree program, if applicable.
- ✓ Meet the department, course, and credit hours requirements.
- ✓ Meet the grade and grade point average requirements.
- ✓ Successful completion/receipt of required exit exams/assessments, if applicable.
- ✓ Meet the graduation residency requirement.

### Checklist for *Institutional Requirements (Registrar)*

All students are responsible for meeting all institutional requirements as outlined for graduation and degree conferral. Please refer to the University Bulletins for institutional requirements, requirements for degree conferral, and graduation policies.

- ✓ Resolve any outstanding official high school or college transcripts and test scores, if applicable.
- ✓ Resolve account balance and any active holds on student account, if applicable. **Students with balances may not receive their diplomas, transcripts, or participate in Commencement.**
- ✓ Update contact information through MYHSSU and FERPA status, if applicable.  
Students with FERPA Non-disclosure will not be included in the Commencement Program.  
Contact the Registrar's Office for information.
- ✓ File your [Graduation Clearance Form](#) online and meet clearance requirements:
  1. Complete Final Destination Survey-Part I Graduation Clearance Form and create Hornet Connect Profile. (Career Engagement)
  2. Complete [Exit Loan Counseling](#). (Financial Assistance)
  3. Resolve account balance. (Bursar)
  4. Return rented textbooks (University Bookstore)
  5. Return Media Lab Equipment, if applicable. (IT Services-Media Lab)
  6. Return library books, if applicable. (University Library)
  7. Verify approval by all departments on graduation clearance form. (Registrar)

### Graduation Candidate Review and Conferral Process:

1. After a student applies for graduation, the Office of the Registrar reports candidate information weekly to the Office of Academic Success to determine eligibility and the student's Academic Department for approval.
2. The Academic Success Coach/Faculty Advisor reviews degree program requirements for eligibility and provides a graduation audit to the student, the student's Academic Department, and the Office of the Registrar. Students determined not eligible to graduate this term are notified by the Office of Academic Success, the Registrar, or their Academic Department.
3. The Academic Dean/Department Chair reviews the graduation audit for completion of degree requirements, provides approved course substitutions/waivers, and at the conclusion of the semester and final coursework, provides approval for degree conferral to the Office of the Registrar. Students not approved to graduate are notified by the Academic Department.
4. The Registrar's Office reviews institutional requirements and graduation clearance for completion and, upon receipt of the Degree Conferral Approval Form from the Academic Dean, will confer the degree and notify the student. Students that do not meet the institutional requirements are notified by the Registrar, students not meeting clearance requirements would be notified by the clearing department.

\*\* With successful completion of all degree and institutional requirements, the degree conferral would be completed within one month of the graduation date. Upon conferral, notice would be sent to the Hornet's e-mail and the graduation date displays in the Education record of the MYHSSU Personal Info, Biographical Info window.