

# **GRADUATION CHECKLIST**

## **BEFORE applying for graduation using Panthertracks**

- Check Degree Plan** – Ensure your degree plan (majors, minors, and secondary majors) are correct in Panthertracks.
- Go to your department** – For preliminary review of your degree plan and advisement on your eligibility to apply for graduation. **Graduate Students**-Check test scores, status of thesis or dissertations.
- Check Panthertracks for Holds** – Degree candidates should resolve current holds and prevent future holds on their accounts (i.e. Housing, Parking, Student Financial Aid, etc.) that may result in holds being placed on their transcripts and diploma.
- Apply to Graduate** – Apply to graduate in Panthertracks by the published deadline on the Academic Calendar located at <http://www.pvamu.edu/pages/105.asp>. After the deadline date, late applications to graduate will be assessed a \$25 fee. Late applications may also be submitted through Panthertracks until the close of business on the late deadline date. The deadline for late applications to graduate can also be found on the academic calendar.

## **AFTER submitting application using Panthertracks**

- Fill out Tuition Rebate Form (for eligible undergraduates only)** – link to <http://www.pvamu.edu/pages/1953.asp> Check eligibility by reviewing form
- Complete the Graduating Student Survey** – link to <http://survey.pvamu.edu/fs.aspx?surveyid=25eea08ef2a413f849ba577b5bdd95e>
- Degree Checkout Status** – Monitor your degree checkout status in Panthertracks,
  - **“SO”** status means that the University has received your application
  - **“PN”** status means that your application is under review
  - **“DF”** status means that a Departmental Follow up is required. Contact your department in regards to this as soon as possible.
  - **“DA”** status means that all the requirements were not completed and the graduation application has been disapproved. You will need to reapply and pay the application fees again. Check with your department regarding this as soon as possible.