Prairie A&M University - Office of the Registrar-
Fall 2019 Graduation Process – Important Dates, Timeline and Tasks

Date Reminders	Event/Activity	Time	Location
Thursday, Dec 12, 2019	Final Grades Due for Graduation Candidates	11:59 p.m.	Web Grading
Friday, Dec 13, 2019	Commencement Rehearsal	8:30 a.m.	TBA
Saturday, Dec 14, 2019	Commencement Ceremony	10:00 a.m.	TBA

Task(s)	Action/Deadline	Time	Method
Registrar calls for Graduation Audits and sends Graduation Audit packet to the Deans Department Heads	**Mon, Sept 9th - 1st Batch** **Wed., Oct 30th - 2nd Batch** **Mon., Nov 25th Batch(Conferral Only)**	NLT 5 pm	Email
Deans to **return t**o Office of the Registrar Graduation Audit Certification forms, certified Degree Works audits and all supporting documentation to the Registrar's office. **DO NOT send Disapproved Audits to the Registrar's Office. Indicate the Disapproved Status on the certification form and send to Registrar's Office for Notification.**	**Mon., Oct 1st – 1st Batch** **Thurs., Nov 15th – 2nd Batch** **Fri., Dec 6th Batch(Conferral Only)**	NLT 5 pm	Hand Delivery
Registrar **begins to** send status/eligibility letters to candidates for graduation	**Tues., Sept, 10**		US Mail
Registrar sends draft of graduation program for Dean's Review	**TBA**		Email
Deans/Department Heads begins retrieval of ARGOS report for graduation status of candidates	**Wed., Dec 5**		AGROS