

Graduation Checklist

1. Meet with your Academic Advisor

- To ensure you are on track and should apply for graduation.
- Verify eligibility to submit your graduation application.

2. Verify Enrollment Status

- Ensure you are enrolled full-time (if required) and have completed all coursework.
- Confirm all coursework is in progress or completed.

3. Review Degree Audit (Degree Works)

- Check that all degree requirements are met.
- Confirm GPA and total credit hours.
- Make sure **I (Incomplete)** or **IP (In Progress)** grades are resolved.

4. Apply for Graduation

- Submit your graduation application by the posted deadline.

Options:

Participating in Commencement Ceremony - After the ceremony, your degree is awarded and your diploma is mailed.

Conferral Only- You will not participate in the ceremony; your degree will be awarded and the diploma mailed.

- Undergraduate students: complete the **Tuition Rebate Form** if eligible. (**Go to PV Place/Registrar Form/Tuition Rebate Form**)

5. Order Cap and Gown

- Purchase through the **main campus bookstore**.
- Online orders are currently not available.

6. Clear Holds

- Resolve any financial, library, or conduct holds.

7. Confirm Contact Information

- Make sure you have a **current mailing address and email**.

8. Stay connected -Monitor campus emails and announcements for:

- Commencement Ceremony updates and ticket information
- Alumni Pinning Ceremony
- Tassel/ name cards (ensures correct name spelling)

9. Monitor Your Degree Status in Degree Works

- **Approved to Graduate**- Means you have been approved to participate in the Commencement Ceremony
- **Applied to Graduate**- Means the Registrar's Office received your graduation application
- **Disapproved**- Means the Registrar's Office may need more information or your degree works still needing requirements to be completed
- **Awaiting Transfer Credit**- Means- you will graduate once your official transfer transcript is sent to Admissions@pvamu.edu
- **Incomplete Grade** – Thesis, comps, or dissertation in progress