

APPLYING FOR GRADUATION

Congratulations on getting ready to finish your degree! Please complete and send in the attached form prior to the deadline (last business day of February for Spring; last business day of June for Summer; last business day of October for Fall). Here are the answers to common questions about finishing up:

I want to provide feedback on my graduate program experience; how do I do that? You will receive an email later in the semester from the Institutional Research, Assessment and Planning Office with a link to an online survey. PLEASE FILL IT OUT! We want your feedback. You will not be identified when the Graduate School gets the data (unless you put your name in the comments section). The email about the survey will go to the one listed on your graduation application.

Who actually decides whether and when my degree gets posted? The Graduate Records staff in the Graduate School (Laura and Charity) will do a pre-audit once we get your paid graduation application. They will send email listing all of the remaining requirements, including classes you are currently in, classes on your program that you did not take, and any exit requirements for your major (thesis/dissertation, comprehensive exams, product of learning presentations, proficiencies). Once grades are posted at the end of the semester (second summer session is the end of “summer semester”), they will do an official audit and post your degrees if everything is complete.

I want to participate in commencement; when will I get more information? About a month prior to the event we will mail you more information. You can also read about the event on the commencement website (<http://www.registrar.appstate.edu/graduation/>).

I am graduating in Summer (August); can I walk at commencement in Spring (May)? Yes. You can participate, and we will recognize each person individually on stage during the ceremony. Please note, however, that we list summer graduates in the Fall (December) program. We can make sure you get copies of the Fall program if you decide to walk in May.

I am not sure when I am going to finish; what term should I apply for?

We suggest discussing this with your advisor; advisors often have a good idea about when a student is going to really finish. If you apply for a particular semester and then don't graduate, you will have to fill out a form to move your graduation semester (and pay an additional fee).

What is the fee for? The fee covers the cost of ordering and mailing your diploma; we order diplomas shortly after the application deadline. If you change your semester of graduation, you will pay another (smaller) fee to order you a new diploma.

When will I get my diploma? We mail diplomas only after the degree is posted and all student accounts are settled, and that is usually seven to ten business days after grades are posted at the end of the semester (unless of course you owe money).

I need transcripts with my posted degree; how do I do that? You will need to order transcripts through the Registrar's Office. There is a form on the Registrar's website to complete (<http://registrar.appstate.edu/records/>). Be sure to specify that you wish to wait for your degree to be posted to have them mailed.

I am finishing a licensure program; how do I get my new teacher licensure? You will need to complete the form for licensure and pay the fee. The College of Education handles that process. You can find more information at the licensure website (<http://www.ced.appstate.edu/students/teaching/licensure/faqs.aspx>).

