

## Applying for Graduation

November 1, 2017

### Steps to Graduation and Commencement

Provided are general steps for the graduation process. As of October 27<sup>th</sup> 2017, the commencement application is included as part of the graduation application.

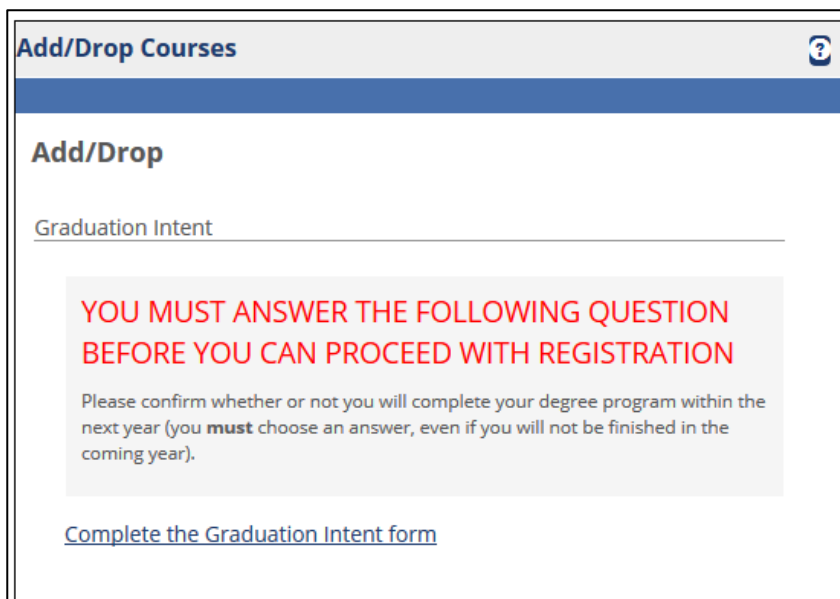
Commencement is still managed by the Commencement Committee. Any questions about commencement, tickets or regalia should be directed to [dugrad@dom.edu](mailto:dugrad@dom.edu)

# Graduate Student Graduation Process

## Step 1: Declare Intent

Declaring intent is simply answering a question about the year and term you plan to graduate. You can answer the intent question using either of the following methods:

*Online intent question*



The screenshot shows a web interface titled "Add/Drop Courses" with a question mark icon in the top right. Below the title is a blue header bar. The main content area is titled "Add/Drop" and contains a section for "Graduation Intent". A prominent red message box states: "YOU MUST ANSWER THE FOLLOWING QUESTION BEFORE YOU CAN PROCEED WITH REGISTRATION". Below this, a smaller text box asks: "Please confirm whether or not you will complete your degree program within the next year (you **must** choose an answer, even if you will not be finished in the coming year)." At the bottom of the form, there is a blue link that says "Complete the Graduation Intent form".

*Paper registration intent question*

Do you plan on completing your degree requirements within the next year? If so, indicate \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

Declaring intent is not required to be able to access the graduation application for graduate students. However, declaring intent is **strongly** recommended since detailed information about the graduation process and courtesy reminders to apply for graduation are sent based on intent. *Students that register online will be required to answer the intent question if they wish to proceed with online registration.*

## Step 2: Apply for Graduation (most important step)

Graduate students typically have the ability to apply for graduation a full semester before the start of their final term. Please see the [Graduation Information](#) page for deadlines and details. Completion of the application triggers the Office of the Registrar to conduct a graduation audit.

## Contact Us

Office of the Registrar  
[registrar@dom.edu](mailto:registrar@dom.edu)

Commencement Committee  
[dugrad@dom.edu](mailto:dugrad@dom.edu)

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## Helpful Tips:

- *Students are encouraged to submit their application as early as possible in case audit findings identify deficiencies and schedule changes that must be made before the add/drop period ends.*
- *Applications submitted on or after the deadline run the risk of not having their audit complete by the end of add/drop*

## Step 3: Receive Graduation Audit

If students apply for graduation by their deadline, they can expect their graduation audit to be completed by the **add/drop deadline** of their final term. Graduation audits are conducted to determine if it is possible for a student to complete all program requirements by the end of their final term (based on earned and currently enrolled coursework). If deficiencies are found that would make a student ineligible to graduate, a GD, GI or GT hold will be placed on the student's account. Only students with deficiencies will be notified of audit results via Dominican email. If a student is on track to graduate, a "Prospective Graduate" (GX) hold will be placed on the student's account.

### Prospective Hold Definition

**GX = Prospective Graduate** (you are tentatively on track to graduate)

**GD = Prospective Graduate/Deficient** (a deficiency must be resolved to be eligible to graduate)

**GI = Prospective Graduate/Incomplete** (an incomplete must be resolved to be eligible to graduate)

**GT = Transfer Transcript Graduation** (official transfer credit is needed to be eligible to graduate)

**All audited students will have a hold placed on their account (this applies to all prospective holds listed above).** Once a prospective hold is placed on your account, all schedule changes must be completed using a **paper add/drop** form. We try to ensure the student does not make schedule changes that would affect their ability to graduate. We do not guarantee that we will catch everything, but we will try.