

Applying for Graduation

November 1, 2017

Steps to Graduation and Commencement

Provided are general steps for the graduation process. As of October 27th 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

Undergraduate 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

Add/Drop Courses

Add/Drop

Graduation Intent

YOU MUST ANSWER THE FOLLOWING QUESTION BEFORE YOU CAN PROCEED WITH REGISTRATION

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).

[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

Students that declare intent to graduate in the upcoming semester will be granted access to view the graduation application in MyDU. These students will be sent additional information about the graduation process as well as courtesy reminders to apply for graduation.

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

Depending on the student's answer to the intent question, students will be granted access to complete the Graduation and Commencement Application online. Please see the [Graduation Information](#) page for deadlines. Completion of the application triggers the Office of the Registrar to conduct a graduation audit.

Contact Us

Office of the Registrar
registrar@dom.edu

Commencement Committee
dugraduation@dom.edu

Helpful Tips:

- *The graduation application is accessible between advance registration and the posted application deadline (near the start of the term). 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.