Graduation

Graduation Fee

This **$60** fee is required of **ALL** students when filing an intent to graduate, even if not participating in the ceremony. The fee covers the processing of the paperwork, the printing of the Commencement Program and the Diploma and cover. This fee will be processed once the online intent form is completed.

If a student is unable to graduate at the end of the semester for which the intent to graduate application has been made, the student will not receive a refund of the graduation fee and will be required to pay the fee on each subsequent intent to graduate application.

Online Intent to Graduate Form

The online intent to graduate form can be submitted through Self Service by following these steps:

1. 1. Login to astate portal

    2. Select 'Banner9 Self Service Student'

    3. From the additional links choose 'Graduation Application'

    4. Select a curriculum term
        1. This may not be the same as your graduation term

    5. Choose a program and, if the curricula is correct, select 'Continue'
        1. If you do not meet the requirements or have already completed your intent form there will not be a program for you to select
        2. If you have a double major (two majors in the same degree) both majors will be listed under the same program
        3. If you have a double degree the programs will be listed separately and you'll have to file twice, once for each program

    6. Select the date you intend to graduate

7. Select whether you intend to attend graduation and click 'Continue'

8. Select the name you want to appear on your diploma and click 'Continue'
    1. Enter this *exactly* as you want it to appear. Middle initials and suffixes (ex. Jr.) should include periods. Do not use all caps.

9. Select a payment method and click 'Continue'

10. If everything on the intent summary is correct click 'Submit Request'

When the online intent to graduate form is completed an automatic email is sent to your campus email account notifying you of the receipt and directing you to the Graduation Tracker.

Follow the link below to access the graduation tracker. The graduation tracker provides personal data on **your** graduation status. Visit the tracker today to see your information. Students will have access to the tracker after they file their intent to graduate application.

Graduation Tracker >>

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