

Texas Woman's University

Student Graduation Checklist

To graduate on time, I must be sure that...

- My DARS Degree Plan Audit Sheet is on file in the Registrar's Office one year before my intended date of completion.
- I apply for graduation through my Pioneer Portal by the deadline date (view academic calendar for deadline dates) and pay the required fee.
- My online application for graduation indicates my correct major and degree before submitting it. Minors are not indicated on the application.
- I read the Tuition Rebate Plan qualifications to determine if I am eligible to receive the rebate. <http://www.twu.edu/registrar/tuition-rebate-plan.asp>
 - If I am eligible I need to obtain the required signatures on the form and submit it to the Registrar's Office by the graduation application deadline date
- I check with my advisor to make sure all necessary course substitution forms have been submitted to the Registrar's Office before the 12th class day of the semester I am graduating.
- I attend the Commencement Extravaganza at the Denton campus. (optional)
I will be notified by e-mail of the Extravaganza dates and times.
- If I am participating in the commencement ceremony I need to order my regalia and announcements through the Bookstore.
- If I am participating in the commencement ceremony I need to pick up my graduation tickets from the Registrar's Office during the established dates (see online Graduation Information web page).
- If I find I will not complete my degree requirements by the date for which I have applied, I will notify the Registrar's Office in writing 8 weeks before the commencement ceremony. Otherwise, I must reapply online and pay the fee again.
- If I have taken or I'm taking a course at another institution, an official transcript or a letter of good standing is received by the Registrar's Office no later than the week of graduation.
- I do not receive a grade of Incomplete in my last semester enrolled.
- All my previous grades of Incomplete are changed to a credit grade prior to the semester I am graduating by making sure my professor has completed the correct forms.
- I clear any financial or academic holds that are on my account.
- I visit www.twu.edu/registrar/graduation.asp regularly for important graduation information.