

# Texas Woman's University

## Student Graduation Checklist

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Ensure each of the following is complete to graduate on time:

- ☐ Degree plan
  - Undergraduate students:
    - Degree Audit in [Student Self-Service](#) indicates a program summary of “Pending Completion of Unfinished Activity.” If not, contact your Academic Advisor.
  - Graduate Students: Review Degree Completion requirements at: <https://catalog.twu.edu/graduate/graduate-school/academic-information/information-graduating-students/>
- ☐ Apply for graduation through [Student Self-Service](#) by the deadline date (see <https://twu.edu/registrar/graduation-and-commencement/application-for-graduation/> and pay required graduation application fee.
  - Verify online application for graduation indicates correct degree (examples: BS, BA, BBA, MS, MA, etc.) and correct major (examples: Math, English, Biology, etc.)
- ☐ Read the Tuition Rebate Plan qualifications to determine eligibility. (Undergraduates only) (<http://twu.edu/registrar/tuition-rebate-application/>)
  - If eligible, obtain the required signatures on the form and submit it to the Registrar's Office by the graduation application deadline date listed on website.
- ☐ Verify with advisor (Undergraduates) that all necessary course substitution forms have been submitted to the Registrar's Office before the 12<sup>th</sup> class day of graduation term
- ☐ Ensure all official transcripts reflecting transfer work from other institutions attended are received by the Office of Admissions Processing.
- ☐ Ensure that all grades of Incomplete (I) have been updated with a standard grade (A, B, C, D, F), and that no grade of Incomplete (I) is assigned during final term.
- ☐ Clear any financial and academic holds. (Review holds in Pioneer Portal.)
- ☐ If participating in the commencement ceremony, order regalia (cap and gown, etc) and announcements through the TWU Bookstore.
- ☐ If participating in commencement ceremony, review <http://twu.edu/registrar/graduation-and-commencement/> frequently for updates on requirements, commencement ceremony information, ticket information and more.
- ☐ Check TWU e-mail frequently for graduation and commencement alerts

**Congratulations on your achievement!**