

Graduation Information

YOU MUST PAY A DIPLOMA FEE AND FILL OUT A GRADUATION APPLICATION IN ORDER TO GRADUATE. JUST COMPLETING ALL OF YOUR GRADUATION REQUIREMENTS IS NOT ENOUGH.

When do I need to apply for graduation?

You should apply for graduation as soon as you *register* for your last semester of classes. You can find the last possible day to apply for graduation on Marshall's [Academic Calendar](#).

For example, if you want to graduate in May 2012, you should apply for graduation when you *register* for your spring classes in November 2011.

The reason to apply for graduation the semester **before** you want to graduate is so the College Advisor, Kandice Napier, can do one last check that you've met all of your graduation requirements. If you haven't met all of your requirements, you will still be able to make changes to your spring class schedule in November and then graduate in May as planned.

If you wait until the beginning of the Spring 2012 semester to register for a May 2012 graduation, it will be too late for you to make changes in your class schedule if you haven't met all of your graduation requirements. Thus, you might have to put off graduation until August or December

How do I apply for graduation?

Applying for graduation is a three step process:

(1) Pay \$50 Diploma Fee: Pay your \$50 graduation/diploma fee at the Bursar's Office payment window in 101 Old Main;

(2) Drop off the receipt to the College of Liberal Arts Office in 107 Old Main: The College Advisor, Kandice Napier, will then recheck that you've met all of your requirements for graduation. When this is finished, she will notify you (by phone or email) to come back to the office. This usually takes 3 to 4 days;

(3) Come back to 107 Old Main to fill out your Application for Graduation: After Kandice has rechecked your requirements and notified you that you've met all of your requirements, you will come back to 107 Old Main to complete your Application for Graduation form.