

## Graduation Application and Evaluation Process

### **When should a student apply to graduate?**

	<b>Priority Deadline</b>	<b>What Priority Means</b>	<b>Final Deadline</b>	<b>What Final Means</b>
<b>May Graduation Application</b>	Sept 15	Applicants receive an initial evaluation notice before their last semester begins	Mar 1	Last date to guarantee final evaluation for requested semester
<b>August Graduation Application</b>	Jan 31	Applicants receive an initial evaluation notice before their last semester begins	Jun 1	Last date to guarantee final evaluation for requested semester
<b>December Graduation Application</b>	Apr 30	Applicants receive an initial evaluation notice before their last semester begins	Oct 1	Last date to guarantee final evaluation for requested semester

### **What happens when a student applies to graduate?**

- 1) When an application is submitted students will receive an automated email notifying them the graduation application has been submitted.
- 2) When an application is processed into Banner students will receive an automated email notifying them that the graduation application has been received.
- 3) Students who submit the application by the priority deadline will receive an email that their evaluation is complete before their last semester. Evaluation results will be posted in DegreeWorks.

### **Where can graduation evaluation results be found?**

Graduation evaluation results are posted in the Notes section of DegreeWorks. This is at the bottom of the screen and it is viewable by anyone with access to the student's record in DegreeWorks, including the student.

### **How do students learn about these deadlines?**

All graduation application deadlines are included in the Academic Calendar. The Registrar's Office also advertises the dates in D2L and TV screens and by encouraging advisors and faculty to share this information with students. The graduation application requirement also shows as missing in DegreeWorks until a student submits an application and the Registrar's Office processes it into Banner.

### **What if a student misses a deadline?**

Students may still apply after the deadline as long as the online application is open for their desired year and term. Once the year and term is no longer available in the online form, the student will need to apply for the following semester. Any applications received after the deadline cannot be guaranteed a timely evaluation notification/results in DegreeWorks.

### **What can I share with students about what to do to graduate from GHC?**

Graduating at GHC...It's easy as 1 - 2 - 3

1. Complete the GRADUATION APPLICATION by the deadline on the Academic Calendar: <https://forms.highlands.edu/registrar/graduation/>
2. Fill out the COMMENCEMENT RSVP by April 1 before the May commencement ceremony.
3. Successfully complete ALL DEGREE REQUIREMENTS. Advising can help! Schedule an appointment with your advisor for academic planning.

Students receive a confirmation email when they submit the Graduation Application, another when it is received by the Registrar's Office, and a follow up email regarding degree evaluation details if submitted by the priority deadline. Students receive a confirmation email when they complete the Commencement RSVP. DegreeWorks, while not official, is a good indicator of degree requirements.