

## Application for Graduation Checklist

The purpose of this checklist is to provide students with important things to consider regarding the process of applying for graduation.

**BEFORE** the start of your anticipated final semester, these are some things to consider:

- Review your advisement report in myUHD and register for your remaining courses during the registration period. You are not required to meet with an advisor prior to applying for graduation, but you may do so if you have questions.
- If you plan to request a change of major or add/remove a minor, please submit the Program Plan Change form, available on the MDCOB Advising Documents page, to [cobadvise@uhd.edu](mailto:cobadvise@uhd.edu). Wait until you receive confirmation that the major/minor change has been processed before proceeding to apply for graduation. Note: if you plan to complete a minor, you must do so before graduation; you cannot complete a minor alone after graduation.
- If you plan to retake a class for grade repair to bring up your GPA, review the policy on [Repeated Courses](#) in the catalog. Grade repair must be done before you graduate.

**AFTER** you have registered for your anticipated final semester, we recommend that you:

- Review your advisement report in myUHD. Do all requirements say “satisfied”? If any requirements say “not satisfied”, this is an indication you may not be on track for graduation and need to schedule an advising appointment.
- Review the prerequisites for the courses you registered for and ensure that you meet the prerequisites for all of the courses that you added. You the student bear the responsibility for following all prerequisites and may be administratively dropped at any time for failure to meet prerequisites.
- Apply for graduation in myUHD. See [academic calendar](#) online for graduation application dates.
- Continue to monitor Gatormail regularly for any updates. Most students will not see an update to their graduation application status in myUHD until after grades have posted.

### Application for Graduation Checklist, cont.

- Monitor the [Commencement](#) website, for what you need to know if you plan to attend the ceremony, ordering a cap and gown, and more. Participating in Commencement is not mandatory. Your participation in Commencement does not mean that you have legally graduated, as diplomas are not handed out at Commencement.
- If you want to learn about University Honors and the criteria used to determine University Honors, read the "[Graduation with University Honors](#)" section of the catalog. University Honors is determined by the Graduation Unit in the Registrar's Office.

**AFTER** grades have posted for your anticipated final semester:

- Review your advisement report in myUHD. Do all requirements say "satisfied"? If any requirements say "not satisfied", this is an indication that you may not be approved for graduation and need to schedule an advising appointment.
- If you know that you did not successfully complete one or more of your classes, email [cobadvise@uhd.edu](mailto:cobadvise@uhd.edu) to let us know immediately. Your graduation application prevents future term enrollment.
- Once grades post, the MDCOB reviews each graduation application one by one. This process takes approximately 4-6 weeks after the official close of the semester to review all graduation applications.
- Continue to monitor Gatormail regularly for any updates. The Graduation Unit in the Registrar's Office will communicate with you regarding degree conferral. Their email address is [uhdgraduation@uhd.edu](mailto:uhdgraduation@uhd.edu).
- Are you planning to take additional undergraduate-level classes after you graduate? If so you must [apply to UHD as a post-baccalaureate student](#).
- If you qualify for University Honors, it will appear on your final official transcript and diploma. The MDCOB Advising Office does not determine who qualifies for University Honors. If you think there is a mistake, you must contact the Graduation Unit in the Registrar's Office.