

Graduation Checklist

Are you graduating soon?

Make sure to pay attention to degree candidate information on the graduation website and emails sent to your Texas A&M email account. Students should pay attention to the following checklist.

Generate a Degree Evaluation

Follow the **View Degree Evaluation** link in the "Degree Evaluation" channel on the My Record tab in Howdy. Generate a degree evaluation and verify you are meeting all the degree requirements needed for graduation prior to applying. If you have questions about your degree evaluation or remaining requirements, schedule a meeting with your academic advisor.

Application for Graduation

After ensuring you meet all degree and graduation requirements, submit your graduation application online by the deadline date published in the [Academic Calendar](#) for the semester you plan to complete your degree requirements. The **Application for Graduation** link is in the "Degree Evaluation" channel on the My Record tab in [Howdy](#). The online application system will be accessible for currently enrolled students 24 hours a day, every day, from when the application opens through the online application deadline as stated on the [Academic Calendar](#). After the online application closes, students must apply via the [Paper Graduation Application](#). Applications will not be accepted after the last class day of a term. Students that are not currently enrolled who wish to apply for graduation can apply via the Paper Graduation Application.

Important Questions You Need to Verify on the Graduation Application:

- Is your degree/curriculum information correct on the graduation application?
 - Ensure your degree/curriculum information is correct before submitting your application; including minors, double majors, and double degrees.
- Is your name correct on the graduation application?
 - Make sure your legal name is accurate. This is the name that will appear on your diploma.
- Did you select a valid diploma mailing address?
 - Please ensure you have selected a mailing address for your diploma that will be valid after graduation. Diplomas will be mailed 2-3 weeks after your degree is awarded. If you need to make any changes to this address after applying, please email changes to degree-audit@tamu.edu. The deadline to make changes to this address is 5 p.m. the day before the first ceremony.
- Will you be attending the ceremony?
 - This step is important in order to ensure graduation ceremonies are similar in duration.

Attention Graduate Students: Make sure to meet all requirements outlined by the Graduate and Professional School. Please email grad@tamu.edu with any questions regarding degree clearance.

Attention Professional students (MD, DDS, JD, PharmD): Make sure to meet all deadlines published for your intended professional program. Contact your departmental representative with any questions.

Degree Requirement Verification for Final Semester – Undergraduate Students

Upon submission of your Application for Degree, if you are enrolled in courses at an institution other than Texas A&M University, Texas A&M University at Galveston, or Texas A&M University at Qatar, you must submit documentation of any transfer in-progress course work to the Degree Audit staff in the Registrar's Office. This is referred to as Degree Requirement Verification (DRV).

In order to remain a degree candidate for the semester, all degree requirement verifications must be turned into the Registrar's Office by the deadline published in the [Application Deadlines](#) section, on the Applying for Your Degree webpage, in accordance with Student Rule 14.2.

Refer to the [Degree Requirement Verification](#) web page for additional guidelines and details regarding proof of enrollment.

Name in Commencement Program – FERPA information

Under the Family Educational Rights and Privacy Act (FERPA), if you withhold any of the following information your name will not be printed in the commencement program:

- your name
- program of study (college, major, or campus)
- degrees, honors, and awards received

Students planning to participate in the commencement ceremonies will need to remove these three directory holds in [Howdy](#). This can be completed per the following directions:

1. Navigate to the **My Dashboard** portal within Howdy.
2. Select the **Personal Information** drop down.
3. Select **Directory Holds**.
4. Any box with a check mark is considered withheld.
5. To release your directory holds for commencement, the **Name; Program of Study; and Degrees, Honors, and Awards Received** items should have the check mark removed.
6. Click the **Submit** button at the bottom of the window to save your changes.

Due to the production of the commencement program, students must initiate the release of FERPA holds no later than 60th class day of the fall/spring semester or the 15th class day of the second summer term to avoid having information withheld from the program.

If you elect to withhold your name from directory information, you also will be unable to participate in the appropriate graduation ceremony and we will be unable to verify your graduation information to employers after your degree has been conferred. Students should contact the Degree Audit section staff at degree-audit@tamu.edu with any questions.

Check your Graduation Status

Prior to commencement:

Review your graduation application status using the "Graduation" channel on the My Record tab in [Howdy](#). If the Application Status is listed as **Degree Candidate**, this means you successfully applied for graduation. If you have any questions, please contact the Office of the Registrar's Degree Audit staff at (979) 845-1089 or degree-audit@tamu.edu.

After commencement:

After commencement, Undergraduate and Graduate students, may confirm their final graduation status by checking their unofficial transcript. Awarded students will have their "Awarded Degree" and "Degree Date" sections populated with the appropriate information. Final graduation status' may take several days to process and will not be immediately available for viewing.

Due to the varying nature of professional programs (MD, DDS, JD, PharmD), professional students may have a minimum wait of 30 days before degrees awarded will appear on their unofficial transcript.

Outstanding Balance

All outstanding balances must be paid in full prior to the release of diplomas. Be sure to check your student account using the "Billing Tuition And Fees" channel on the My Finance tab in [Howdy](#) for any outstanding

balances. Students should contact [Student Business Services](#) with any questions regarding outstanding balances.

Preparing for Graduation

1. Verify the date and time of your ceremony – view the [schedule of ceremonies](#). All students planning to participate in a commencement ceremony must do so in the ceremony designated for their college in the term in which they have an active graduation application. Graduate students in interdisciplinary programs can find the ceremony designated for their program on the [Graduate Interdisciplinary Programs](#) page.
2. [Things to Order for a Ceremony](#) - cap, gown, and announcements
3. [Disability Accommodations](#)
4. [Guest Information](#)
5. Tuition Rebate for Certain Undergraduates
 - i. Certain undergraduate students who meet all of the predetermined state mandated requirements may be entitled to a \$1,000 rebate upon completion of their first baccalaureate degree. Students must apply PRIOR to 5 p.m. on the day grades are due for all degree candidates. This date can be found on the [academic calendar](#). A student may apply for the tuition rebate by selecting the "Apply for the Tuition Rebate" link in the Graduation channel on the My Record tab in Howdy. Students will not be able to apply for the rebate until a graduation application has been submitted. Information on eligibility and requirements can be found on the [Tuition Rebate](#) page.
6. Visit the [Tips and Tricks for a Successful Day](#) for additional information.

Account Access After Graduation

Access to accounts will be removed at varying times after you graduate. See a list of accounts, access timelines, and action steps to preserve your emails and files at <https://it.tamu.edu/grads/>.