

## Graduation Checklist

- ☑ Review your DegreeWorks to make sure your curriculum includes all of your majors, minors, and concentrations; this includes being listed as a double major OR dual-degree candidate (refer to *Quick Facts* on graduation website for handout).
- ☑ Use the DegreeWorks planner to make a plan for completing your remaining degree requirements. Be sure to review this plan with your assigned advisor before you apply to graduate. Any deficiencies in DegreeWorks will be noted in red.
- ☑ If your department has approved any substitutions to your curriculum not yet reflected in DegreeWorks, have documentation sent to [asrecords@ua.edu](mailto:asrecords@ua.edu) and include your name, CWID, and primary major.
- ☑ Submit outstanding coursework if you are completing CLEP credit, transfer work, or study abroad. If the credit does not appear on your DegreeWorks, send your official transcript and/or test scores to the UA Office of University Registrar ([transfercredit@ua.edu](mailto:transfercredit@ua.edu)) by the Undergraduate Transfer Credit Deadline in the Academic Calendar (<https://registrar.ua.edu/academiccalendar/>).
- ☑ Check your GPA. All GPAs {Overall, UA, Major(s), and Minor(s)} must be 2.0 or higher to be eligible for graduation.
- ☑ Confirm hours earned. A minimum of 120 total applicable hours earned is required for graduation. Note: the total hours required may be more if you are pursuing a specialized degree. The total hours required for your degree will be listed at the top of your DegreeWorks. Dual-degree students must have a minimum of 150 earned hours.
- ☑ Apply for graduation online via myBama at least one semester before you plan to graduate. The degree application should be filed for the term in which the student expects to complete all degree requirements. For students pursuing multiple degrees, a degree application is required for *each* individual degree.
- ☑ Once you apply for graduation and you are registered for your last semester(s) of classes, an A&S Academic Records Manager will review your record and complete your degree audit. Students are strongly encouraged to regularly check their emails for communications regarding their application.
- ☑ Check and respond to emails for additional communication from the College and the University regarding graduation and other pertinent information.
- ☑ Visit the Commencement Website ([commencement.ua.edu](http://commencement.ua.edu)) for all information regarding ceremony details (schedule of events, travel information, cap, and gown purchase, etc.).
- ☑ Update your diploma address in myBama by the Diploma Address Deadline published in the Academic Calendar (<https://registrar.ua.edu/academiccalendar/>).
- ☑ Look for your diploma to arrive in the mail approximately six to eight weeks after the commencement ceremony. Congratulations, and Roll Tide!

If you have questions regarding this checklist, email [asrecords@ua.edu](mailto:asrecords@ua.edu) and include your name, CWID, and primary major.