

Graduation Guide

Are you planning on graduating at the end of the term?

Review this guide to determine if you have met all the requirements and to help plan your next steps.

Graduation Requirement

- To graduate, you must have:
 - At least 120 hours total credits
 - Completed all major requirements
 - Completed all minor requirements if required to graduate
 - Completed all General Education Requirements
 - Taken enough General Elective courses to reach 120 credit hours
 - A minimum 2.00 UA, overall and major GPA
 - Submitted a Graduation Application

How do I know if I'm ready to graduate?

- Meet with your advisor to verify that you are on track to graduate in the expected timeframe before submitting your degree application
- Check your degree audit in DegreeWorks at the end of each semester to make sure you are staying on track.
 - To access your degree audit, click "Plans" at the top of the screen. Then, click the degree audit in the plan list.
- For assistance navigating DegreeWorks, visit <https://registrar.ua.edu/student-services/degree-works/> or contact your advisor.
- Attend a graduation information session before submitting your degree application.

Graduation Application

- You must submit a Graduation Application for ***the term in which you complete your degree requirements.*** The deadline for each term is posted on the academic calendar in MyBama.
- Degree Application Status:
 - **Sought** - Student has applied, but degree has not yet received initial approval by the college.
 - **Pending** - Student has received initial approval pending successful completion of the semester.
 - **Denied** - Application has been denied because degree requirements will not be completed in the semester in question.
 - **Awarded** - Student has received final approval and degree completion has been verified.
- Your application goes through two approval processes:
 - The initial approval is based on registration and self-reported transfer credits, pending final grades.
 - The final approval is given once final grades are posted and all outstanding credits have been completed or received.
- Timeline:
 - The initial approval process begins after registration has closed for seniors for their final semester. Initial approval is pending successful completion of final semester courses and/or transfer courses.
 - Final approval occurs in the weeks after the commencement ceremony after final grades have been posted.
 - You will receive updates regarding your application status throughout the process.

- For more information, refer to the Office of the Registrar, <https://registrar.ua.edu>

Graduation vs. Commencement

- **Commencement** - Ceremony in which degrees are presented.
 - Occurs prior to the final grade deadline.
 - Functions on the assumption that you will successfully complete your degree requirements.
 - Walking at a commencement ceremony does **not** guarantee graduation status.
 - For more information about commencement, location, time, protocol, or guest travel information please visit <https://commencement.ua.edu>
- **Graduation** - completion of all degree requirements and awarding of diploma

Day of Ceremony Information

- Ceremony times for each college will be assigned and posted after the graduation application has closed.
- For detailed information, please visit <https://commencement.ua.edu>. Make sure to share this information with any guest that is planning to attend the graduation ceremony.

Honors College

- If you are in Honors College and are eligible, you will be contacted to receive cords. Contact honors@ua.edu or call 205-348-5500 for more information.
- To apply for Honors College graduation consideration, a student must first complete The University of Alabama's graduation application.
- The Honors College graduation application is free and may be found under the Academics tab of your myBama account (within the "Honors College" block).
- You must apply for the term in which you will receive your UA degree.

Latin Honors Designation

- UA GPA ranges:
 - **cum laude** 3.50 - 3.69
 - **magna cum laude** 3.70 - 3.89
 - **summa cum laude** 3.90 - 4.00
- Undergraduate honors designation at the time of the commencement ceremony is calculated based on your cumulative UA grade point average at the end of the semester before the semester of graduation.
- To qualify, students must have at least 45 completed hours.
- Final honors designation is listed on your transcript.

Cords and Honor Regalia

- **Red Mortarboards** – (red caps)- students with a 4.0 cumulative UA GPA in the semester prior

to graduation are given a red mortarboard by the college.

- **Latin Honors Stoles** – students who have at least a 3.5 cumulative UA GPA in the semester prior to graduation are given a Latin honor stole by the college.
 - Students who qualify for a red mortarboard or honor stole will be notified by HES Student Services to pick them up.
- **Cords** – most organizations have graduation cords for their members. Some are provided and others can be purchased. Contact the individual organizations for more information.

Graduation Regalia

- To purchase your cap, tassel, and gown please visit the Supe Store or order online at: https://www.universitysupplystore.com/graduation_regalia.asp

Transferring Credit

- If you plan to transfer credits from other institutions to UA, be sure to check the academic calendar in MyBama for the transfer credit deadline for the term in which you plan to graduate.
- Please note that you must request that an official transcript be sent from the transferring institution to UA after your final grade has been posted. Credit from other institutions does not transfer automatically; you must request the transcript to be sent to UA.
- **Study Abroad** – When studying abroad, plan to travel no later than one semester prior to the term of graduation. This allows you to have credit from your study abroad experience transferred back to UA in time to graduate. Studying abroad in the final semester in which you plan to graduate is not recommended.

- For more information about how to transfer credits and the transfer equivalency tables visit the [Transfer Credit website https://registrar.ua.edu/student-services/transfer-credit/](https://registrar.ua.edu/student-services/transfer-credit/)
- For additional questions not addressed on this website, please contact our transfer credit team at 205-348-2020 or transfercredit@ua.edu.

Still have questions?

Make an appointment to meet with your academic advisor. Please email your advisor to schedule an appointment.

General Tips

- Regularly monitor your crimson email account.
- Thoroughly read graduation-related emails and follow the instructions.
- Respond to emails in a timely manner and be specific in your communication.
- Do not count on CLEP credit to meet your degree requirements as it is rarely successful.
- Remember, you are ultimately responsible for monitoring your DegreeWorks and your degree progress/completion.