

# Checklist for Graduation

## Preparing for Graduation

Many business and economics majors find themselves unsure of what preparations they need to make for graduation. This document explains exactly what to do and when. The College of Business and Economics strives to make graduation a memorable and pleasant occasion.

If you have suggestions that may improve the process for the next graduating class, please feel free to share them with Cynthia Perkins at [cynthia.perkins@mail.wvu.edu](mailto:cynthia.perkins@mail.wvu.edu).

### Initial Preparation

By the start of your final semester, you should have already:

- Scheduled an appointment with your academic advisor to review your student record and to plan the completion of your degree program.
- Registered for the appropriate number of classes required to complete your degree program.
- Provided notification to the Office of Undergraduate Programs and Advising that you intend to graduate at the end of the upcoming term. Notification is given when you have completed a contact information card. The card is available in your academic advisor's office.

## **Certification for Graduation**

At the beginning of your last semester of study, the Office of Undergraduate Programs and Advising will notify you (via e-mail) of its intent to begin the senior certification process.

The correspondence will direct you to the on-line Application for Graduation and will prompt you to report to the Office of Undergraduate Programs and Advising where you will present your completed and signed Application for Graduation to a representative, who in turn, will review with you your academic record and identify what outstanding requirements you must satisfy to be eligible for graduation.

The Office of Undergraduate Programs and Advising representative will confirm that your current course registration is appropriate by identifying what specific core classes you are required to complete. He/she will review your current grade point average in each respective area (e.g. overall, in-college, in-major). You will be informed of any applicable honors designations, or in the other extreme, any grade point average deficiencies that must be removed before you can be eligible for graduation.

You will be referred to the Office of Student Accounts where you will be required to pay to West Virginia University a graduation fee of \$39.00 for the cost of preparing your diploma. The fee is assessed on each diploma you receive. Payment of the graduation fee should be made at your earliest convenience, but must be paid at least one week prior to the official graduation date.

## **Cap and Gown**

If you plan to attend the May commencement or December convocation ceremony, you must dress in formal regalia. You may purchase your cap, gown, and tassel at the WVU Bookstore.

## **Outstanding Fees**

In addition to making payment for the graduation fee of \$39.00, please make full restitution for any outstanding tuition, fees, and fines you owe to the University.

If you owe any outstanding tuition, fees, or fines to the University, your diploma will be held by the Office of Admissions and Records and your requests for transcripts will be denied.

## **May Graduates**

Diplomas are distributed at the May Commencement Ceremony only.

If you elect not to attend the May Commencement Ceremony, please report to the Office of Undergraduate Programs and Advising to complete a form requesting that your diploma be sent to you via US mail. Morgantown residents are sent written notification from the Office of Admissions and Records of when and where to report to pick up diplomas. Diplomas are not mailed to Morgantown residents.

## **August and December Graduates**

Diplomas are mailed to students who graduate in August and December. Morgantown residents are sent written notification from the Office of Admissions and Records of when and where to report to pick up diplomas. Diplomas are not mailed to Morgantown residents.

## **Honors Designation**

Students who are eligible for graduation with honors should note the following designations:

- Cum Laude: 3.40 - 3.59
- Magna Cum Laude: 3.60 - 3.79
- Summa Cum Laude: 3.80 - 4.00

The grade point average for honors is calculated on all work attempted through the next to last or last semester, whichever is higher. It is calculated on all baccalaureate course work attempted at all regionally accredited institutions.

If your diploma does not reflect the appropriate honors designation, please contact Cynthia Perkins at (304) 293-4959.