

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 Requirements

- To graduate, you must have:
 - At least 120 hours total credits (this includes Major, Minor, General Education courses, and General Elective courses)
 - Completed all major requirements
 - Completed all minor requirements (a minor is required to graduate in C&IS, unless you have a double major)
 - Completed all General Education Requirements
 - Taken enough General Elective courses to reach 120 credit hours
 - A minimum 2.00 UA, overall, major & minor GPA
 - Submitted a Graduation Application

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

- Degree Audits:
 - At the bottom of your DegreeWorks in the notes section, there should be a degree audit from your advisor listing the courses you need to complete to graduate
 - Compare your DegreeWorks to your advisor's audit
 - Reach out to your advisor if you have any questions or concerns
- Degree Works
 - For assistance with navigating DegreeWorks, please visit <https://registrar.ua.edu/student-services/degree-works/> or contact your advisor
- Requirement Checklist
 - See Graduation Requirements above

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.
- Degree Application Status:
 - Sought** - students who have applied, but their degree application has not yet been through the initial approval by the college
 - Pending** - college has completed the initial approval pending the completion of the semester
 - Denied** – you will not be completing your degree requirements in the semester in question
 - Awarded** – final approval of your degree completion has been processed
- 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 made once final grades are posted, and all outstanding credits have been completed or received
- Timeline:
 - Initial approval occurs after Add/Drop
 - Final approval occurs in the weeks after the commencement ceremony
 - It is normal to not receive status updates regarding application status until later in the term. No news is good news.
- For more information, refer to the [Office of the Registrar, https://registrar.ua.edu](https://registrar.ua.edu)

Graduation vs. Commencement

- Commencement** - the ceremony in which degrees are presented:
 - Commencement occurs prior to the final grade deadline
 - It functions on the assumption that students will successfully complete their degree requirements
 - Walking at a commencement ceremony does NOT guarantee graduation status
 - For more information about commencement (i.e., location, time, protocol) or guest travel information please visit <https://commencement.ua.edu>
- Graduation** - completion of all degree requirements and receiving a diploma

Walking Out of Turn

It is expected that students will walk at commencement the same semester in which they are scheduled to graduate (have completed all the requirements towards their degree).

However, if a student has extenuating circumstances:

- Walking out of turn - participation in a commencement ceremony outside of the term in which the degree requirements will be completed.
 - You must have an active degree application within one term of the request to walk out of term
- Students who walk out of turn will not be listed in the program for that ceremony, because that is considered the official record of conferral degree

- The commencement ceremony in which you walk at must be within one semester of graduating. For example, you cannot walk in Spring 2022 if you are not finished with requirements until Spring 2023
- If you want to walk out of turn, you must email the C&IS Registrar at cisregistrar@ua.edu.

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).
 - Students may only apply for the term in which they will receive their 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 are calculated based on your cumulative institutional grade point average at the end of the semester before the semester of graduation (your UA GPA at this point in time)
- Final honors designation is placed on the student 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 Tisch Student Services & External Relations 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 order your cap, tassel, and gown please visit the Supe Store. https://www.universitysupplystore.com/graduation_regalia.asp

Questions about Transferring Credits

- Transfer credits are due approx. 2 ½ week after finals have ended. Please refer to the Registrar academic calendar to see the due date for your graduating semester <https://registrar.ua.edu/academiccalendar/>.
- **Study Abroad**- When studying abroad, plan to travel no later than one semester prior to the term of graduation. This will leave enough time to have courses transferred.
- For more information about how to transfer credits and the transfer equivalency table visit the [Transfer Credit website https://registrar.ua.edu/student-services/transfer-credit/](https://registrar.ua.edu/student-services/transfer-credit/)
- If you have 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 at Tisch Student Services & External Relations to meet with your academic advisor to navigate additional questions. Please visit our website <https://cis.ua.edu/advising/> or call 205-348-8599 to schedule an appointment.