Graduation Requirements

To graduate, you must:

• Complete at least 120 hours (this includes major, minor, general education courses, and general elective courses)

• Complete all major requirements

• Complete all minor requirements (a minor is required to graduate in C&IS, unless you have a double major)

• Complete all general education requirements

• Take enough general elective hours to reach 120 credit hours

• Achieve a minimum 2.00 UA, overall, major and minor GPA

Degree Audits

Your academic advisor conducts degree audits three times in your junior and senior years and leaves audit notes at the bottom of your DegreeWorks indicating the specific courses and hours you must complete to graduate.

• Compare your DegreeWorks to your advisor’s audit notes to track your progress toward degree completion.

• Contact your advisor immediately if you see any discrepancies or have questions about your degree audit.

• Visit https://registrar.ua.edu/student-services/degree-works/ or contact your advisor for assistance navigating DegreeWorks.

Degree Application

You must submit a degree application for the term in which you complete your degree requirements. The deadline for each term is posted on the academic calendar.

• Submit a degree application by going to MyBama > Student Tab > Degree Audit and Graduation > Apply to Graduate

• Degree Application Status:
  • Sought - Student has applied, but the degree application has not yet received initial approval by the College
  • Pending - College has completed the initial approval, pending student’s successful completion of the semester
  • Denied – Student has not completed degree requirements in the semester in question
  • Awarded – College has given final approval of degree application

• Degree applications are approved in phases:
  • Initial approval is based on registration and self-reported transfer credits, pending final grades.
  • Final approval is given once final grades are posted and all outstanding credits have been completed or received.

• Timeline for degree application:
  • Initial approval occurs after the Add/Drop deadline each semester.
  • Final approval occurs in the weeks after the commencement ceremony.
  • You will receive an email regarding your status from the College registrar’s office after the initial approval and from the university registrar’s office after the final approval of your degree application.
  • For more information, refer to the Office of the Registrar.

Commencement vs. Graduation

• Commencement - The ceremony in which degrees are presented
  • Commencement occurs prior to the final grade deadline.
  • It functions on the assumption that you will successfully complete your degree requirements.
  • Walking in 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, conferral of degree and receipt of a diploma

Walking Out of Turn

It is expected that you will walk in commencement at the end of the semester in which you are scheduled to graduate (have completed all degree requirements). However, if you have extenuating circumstances, you may “walk out of turn,” which means you will walk in a commencement ceremony prior to the term in which your degree requirements will be completed.

• You must be able to complete your degree requirements in the next term after you walk.

• You must have an active degree application for the term in which you will complete degree requirements.

• You will not be listed in the program for the ceremony in which you walk out of turn, because the program is considered the official record of degree conferral.

• To request to walk out of turn,
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 UA GPA at the end of the semester before the semester of graduation.

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

Transfer Credit

If you plan to graduate soon and have earned credit from other institutions that has not yet been transferred to UA, please follow these steps:

- Click here to report transfer course information that isn’t already showing on your DegreeWorks.
- Request that the transfer institution where you took the course send a transcript to UA (transcript must show final grade). If the transfer institution sends electronic transcripts, they can send it to transfercredit@ua.edu. If they send paper transcripts, have it sent to:
  - The University of Alabama Office of the University Registrar
  - Box 870134
  - Tuscaloosa, AL 35487-0134
- All transfer transcripts must be received by UA by the transfer credit deadline following each semester (available on the academic calendar).
- If transfer credit you need to complete degree requirements is not received by the deadline, your degree application will be denied and you will have to submit a new application in a subsequent term.

Additional Questions about Transferring Credits

- 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 tables, visit the Transfer Credit Website, 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.