

Texas Woman's University

Student Graduation Checklist

Ensure each of the following is complete to graduate on time:

- Degree plan
 - Undergraduate students:
 - Degree Plan Verification Form is filed with the Registrar's Office one year prior to intended date of completion
 - Degree Audit in WebAdvisor indicates a program summary of "Pending Completion of Unfinished Activity." If not, contact your Academic Advisor.
 - Graduate Students: Review Degree Completion requirements at: <https://www.twu.edu/gradschool/degree-completion/>
- Apply for graduation through Pioneer Portal by the deadline date (see <https://twu.edu/registrar/graduation-and-commencement/application-for-graduation-deadlines/>) and pay required graduation application fee.
 - Verify online application for graduation indicates correct degree (examples: BS, BA, BBA, MS, MA, etc.) and correct major (examples: Math, English, Biology, etc.)
- Read the Tuition Rebate Plan qualifications to determine eligibility. (Undergraduates only) (<https://twu.edu/registrar/tuition-rebate-application/>)
 - If eligible, obtain the required signatures on the form and submit it to the Registrar's Office by the graduation application deadline date listed on website.
- Verify with advisor (Undergraduates) that all necessary course substitution forms have been submitted to the Registrar's Office before the 12th class day of graduation term
- Ensure all official transcripts reflecting transfer work from other institutions attended are received by the Office of Admissions Processing.
- Ensure that all grades of Incomplete (I) have been updated with a standard grade (A, B, C, D, F), and that no grade of Incomplete (I) is assigned during final term.
- Clear any financial and academic holds. (Review holds in Pioneer Portal.)
- If participating in the commencement ceremony, order regalia (cap and gown, etc) and announcements through the TWU Bookstore.
- If participating in commencement ceremony, review <https://twu.edu/registrar/graduation-and-commencement/> frequently for updates on requirements, commencement ceremony information, ticket information and more.
- Check TWU e-mail frequently for graduation and commencement alerts

Congratulations on your achievement!