**8 STEPS TOWARD A DIPLOMA**

**4a.** Register for remaining courses/other requirements

**4b.** Submit Changes and Substitutions

**5.** Clear up Holds – Maintain GPA – Pass Courses

**6.** GRADUATE

**7a.** Degree Posted on Gold Link

**7b.** Degree Not Posted (Pending)

**8.** Contact Graduation to update Graduation Term

Approved

Incomplete

**3.** E-mail to Student /Advisor (Goldmail)

**2.** Degree Audit – Holds on GoldLink

**1.** Submit Intent to Graduate, Major/Minor Sheets

1. File intent, major, & minor forms by deadline…two semesters prior to anticipated graduation

1. Your graduation analyst completes the degree audit and places holds on GoldLink for all missing requirements. These holds can easily be found by clicking “View Holds” under the Student link on GoldLink. Don’t worry, these holds prevent only graduation; you can still register without any problem.
2. The analyst will then send an e-mail to your Goldmail account notifying you that your file has been reviewed and is either listed as **APPROVED** or **INCOMPLETE.** Your advisor will also be copied on this e-mail.

4a. If you have been **APPROVED**, register for remaining courses listed on your major and minor sheets, and make arrangements to complete the necessary requirements posted on your account.

4b. If you received an **INCOMPLETE** e-mail, please contact your analyst and advisor to resolve the issues. Any changes/substitutions, differentiations in original graduation plan **MUST** be communicated to the graduation office.

1. Graduation semester: your holds should have been cleared upon passing all coursework with acceptable grades and GPA requirements.
2. Students completing degree requirements in the spring term will graduate in May. Students completing degree requirements in the summer or fall terms will graduate in December.

7a. One week following graduation, your grades will be posted, and the graduation office will start conferring degrees. You will know your degree is posted by looking at your unofficial transcript on GoldLink. There will be a “degree awarded” date beside your area of study listed at the top of the transcript. At this time, you are clear to request transcripts.

7b. If you do not see a “degree awarded” date on your transcript, please check your hold screen once again. If something is still preventing you from graduation, it will be posted there for your review.

1. If you do not graduate when originally intended, **YOU MUST** contact the graduation office in order to move your file to a new updated term. Upon notification from you, we will perform the second evaluation of your degree.