



Graduation Clearance Process

Once a student has applied for graduation, the Dean's Office will be notified, and a final graduation audit will be completed. It is imperative that all substitutions/waivers, contracts, etc. be submitted by this time to avoid unnecessary graduation shortages.

Once the final audit has been performed, the student will receive an official letter attached to an email indicating the graduation status: 1) All requirements are in progress; 2) all requirements complete; or 3) a detailed listing of shortage(s) found. The students are provided with information as to whom they need to contact to help clear the shortage(s). Often, this will result in a departmentally approved substitution/waiver. Please be sure to provide these memos to the appropriate Dean's Office staff member **as soon as possible**.

If the shortage has not been fulfilled once all grades have been posted and/or a new shortage is found, a final shortage letter will be sent. This notification will be sent again as an email attachment, as well as in hard copy letter form that will be sent to their diploma mailing address. The student will be given a deadline to clear all graduation shortages in order to be back graduated to the graduation date requested on their application.

If students do NOT clear shortages by the deadline stated in the letter, they will NOT be back graduated and they must contact the graduation unit in the Registrar's Office to withdraw their graduation application. They must then reapply in the semester in which they are completing the requirements.



Main Office: 262-3076
Olivia Clark clarklo

For questions regarding students with last names:

A-F	Bethanie Campbell
x7608	campbellbm1
G-N	Tina Beshears
x8630	beshearskk
O-Z	Diana Nelson
x3077	nelsondj

<http://www.cas.appstate.edu/students/undergraduate-academic-services>

December 2013 Graduation Information

December graduation applications were e-mailed to students' appstate.edu e-mail account on August 27, 2013.

Graduation Applications are due by 5:00 Friday, September 20, 2013.

December 2013 Commencement

Saturday, December 14, 2013 at Holmes Convocation Center

