

# GRADUATION APPLICATION

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Students nearing completion of all requirements for their degree must indicate their intent to graduate by submitting an **online** *Graduation Application* through <https://selfservice.vanguard.edu/> **the academic term in advance** of their intent to complete their academic course work. A graduation fee of \$25 will be assessed upon submission of the *Graduation Application* and must be paid in order for a student to participate in commencement ceremonies. For the 2023-2024 Academic Year, the schedule are as follows:

- Fall 2023 term due date is October 27, 2023
- Spring 2024 term due date is December 31, 2023
- Summer 2024 term due date is December 31, 2023

The portal to apply online will open approximately four months before the due dates indicated above.

The academic department is responsible for forwarding a pre-certification form for each of their prospective graduating students to the Graduation Analyst in the Office of the Registrar confirming that the prospective graduate will meet all program requirements for graduation. The application and pre-certification will be reviewed by the Office of the Registrar and the student will be notified of their clearance to graduate and participate in the May Commencement ceremony.

All students who have filed the *Graduation Application* and do not complete their requirements by the projected date of completion are required to file again in a later semester.

