You recorded your intent to graduate in December 2020 by registering for GRAD 999. This registration indicates that you expect to complete all degree requirements as of the end of the Fall 2020 term, *or* complete requirements during the Winter session, 2021. If you are planning to register for undergraduate courses in Spring 2021, you will be a spring graduate and will be eligible to participate in the May 2021ceremony.

Now you must submit a completed, signed *Application for Degree.*

The application form is available online through MAX via this direct link:
https://max.millersville.edu/ssomanager/c/SSB?pkg=https://millersville.edu/rogradapp

Sadly, the December 2020 commencement ceremony has been postponed due to the ever-changing circumstances of the COVID-19 pandemic and adherence to the guidelines issued by the Center for Disease Control (CDC), the PA Department of Health and the Governor's Office.

To receive your degree, you must apply for graduation; your degree will NOT be conferred without a completed graduation application on file.

Follow these steps to submit your Application for Graduation:

✓ Review your degree audit carefully for completed requirements. After you submit the application, your advisors will receive an email to review your graduation application which will include a link for them to view your audit as well.

   o Aside from your graduation application requirement, your requirements should all be marked complete (✅) or in-progress (🔶) *(Degree Progress Indicator should be around 96-97% based on your particular degree requirements),* once your application is processed, it should read at 98% which is the percentage that indicates you will have completed requirements after successfully completing all currently in-progress work;
   o ***However***, if you have incomplete requirements (🔲), other than your graduation application, you must:
     ▪ 1) make course schedule changes *(via MAX if during drop/add, otherwise will need to discuss options with advisor)* ; *or*
     ▪ 2) corrections/updates to academic record including grade changes, add/drop major, concentrations, minors, etc.; *or*
     ▪ 3) submit *Exception to Graduation Requirements* form.

✓ Verify that your degree audit reflects your curriculum (major(s), concentration(s), minor(s)) as you are planning to complete. If you need to change, add, or remove any part of your curriculum, please submit the Academic Program Change request form, and **wait until receiving confirmation that has been processed before you submit your graduation application.**
✓ Access the online graduation application through MAX or one of the links on the student forms center or commencement website;
✓ Submit graduation application form online by **October 26, 2020**
✓ When your degree application has been processed, you will see that requirement fulfilled on your degree audit. Your degree audit should read at 98% unless you have transfer credits or pending exceptions. Your audit will not register as 100% requirements complete until all your final courses have been graded.

Take a few minutes to review the Commencement website for important commencement-related information and the graduation checklist: *http://www.millersville.edu/commencement/students/graduationchecklist.php*

Questions? Email Commencement@millersville.edu.   Best wishes for a successful semester!