Graduation Checklist

This checklist is designed to take you through the necessary steps prior to Graduation. Congratulations on your achievements and good luck to you in the future!

✓ **Apply to graduate?**
   To apply for graduation, both undergraduate and graduate students must submit a graduation card, available at the Office of Records and Registration or by printing from the above links. The deadline to apply is the last day of the add period for the respective semester/session in which you intend to graduate. Graduation applications received after the deadlines are subject to a $100 late fee.

   Submit your graduation card to the Office of Records and Registration, Hamilton Hall, 210 Glasgow Road, Edinboro University of Pennsylvania, Edinboro, PA 16444 or Fax 814.732.2130.

✓ **Verify completion of graduation requirements with your advisor?**
   All graduation requirements must be complete and posted to your record within two weeks of the graduation date.

✓ **Return your commencement invitation response card by October 24, 2014?**
   Graduate Students must submit the [Graduate Student Commencement Response Form](#) and Undergraduate Students must submit the [Undergraduate Student Commencement Response Form](#).

✓ **Take care of existing holds?**
   You can view any existing holds on your S.C.O.T.S. account, click on student records select view holds. Your diploma can not be mailed if you have any holds on your account.

✓ **Complete your Perkins Loan exit interview?**
   (Necessary only if you have a Perkins Loan). Please contact [ECSI](#) at 1-888-549-3274 or click on the link to complete your exit interview.

Additional information relating to graduation is available in the [undergraduate](#) and [graduate](#) catalogues. Keyword search: catalogues

Information regarding honors at graduation is also available in the [undergraduate catalogue](#) Honors at Graduation? Keyword Search: catalogues

Please be aware that at least one highly suspect organization has attempted to enroll some of our graduates in a “national scholar’s honor society” in exchange for a lifetime fee. The only entity that is authorized to award you Latin Honors, where appropriate, is the institution which confers your degree, namely, Edinboro University of Pennsylvania.

Upon official verification that your degree requirements have been met and provided you have no holds on your University account, your diploma will be mailed a few weeks after the graduation date to your home address unless you request otherwise.