

CHECKLIST FOR DECEMBER GRADUATES
NON-THESIS

December 17th – Final Deadline for the following:

- **Graduate School Exit Survey** – Individual links will be sent via email for online submission.
- **Holds** - Check Workday to verify there are no **holds** on your account. Diplomas cannot be released until holds are removed.

TRANSCRIPTS - Following conferral of degrees (**December 19**), there will be a brief period of review. During this time, your transcript may not show final grades or degree completion. We will contact you when final transcripts are ready to be requested; if you order before we contact you and the transcript is incomplete, you risk having to pay again for a replacement, so it is highly recommended for you to wait for confirmation.

DIPLOMAS - Electronic diplomas will be sent via email shortly following graduation. Traditional diplomas will be mailed approximately 4 - 6 weeks following graduation to your Diploma Mailing (Student) address.

- If Diploma addresses are not designated in Workday, causing diplomas to be sent to the incorrect address and lost, graduates will be responsible for ordering a replacement at their expense.

CEREMONY - December graduates will be invited to participate in the Hooding & Commencement Ceremony next May. If you have indicated that you plan to attend, an invitation will be sent to your personal email address.