Preparing for Graduation

Program of Study Form (For degree seeking students admitted prior to Fall 2010)

The Program of Study Form confirms that you have taken the courses required for your graduate degree. The Program of Study Form must be submitted to the College of Graduate Studies not later than the end of the semester prior to the expected graduation term. Degree seeking students admitted Fall 2010 or later will complete their program under DegreeWorks.

Application for Graduation

This is the formal request for the Registrar’s Office to begin proceedings for declaration of the degree. It must be received in the Registrar’s Office not later than the first day of fall for fall graduation and the first day of spring for spring and summer graduation. Application for Graduation Form (http://em.georgiasouthern.edu/registrar/students/graduationinformation/applicationforgraduation)

A doctoral student is not permitted to walk in a graduation ceremony until all requirements for the degree have been satisfied and the student cleared for graduation.

Graduation Fee Payment

A non-refundable fee of $35 is required to cover the processing of the graduation and the diploma. Payment should be received by the end of the semester in which the student plans to graduate. It is best to pay the graduation fee on-line through WINGS by logging into My.GeorgiaSouthern.edu (http://my.georgiasouthern.edu).

A $75 late graduation fee will be assessed to graduate students who miss the posted deadline to apply for graduation for the semester they expected to graduate. The deadline on which no further late applications will be accepted or processed is posted in the university calendars.

Graduate in Absentia Form

Students who do not plan on attending the commencement must complete the Request to Graduate in Absentia Form. Please refer to the Graduate in Absentia (http://em.georgiasouthern.edu/registrar/students/graduationinformation/requesttograduateinabsentia) website for more details.

Reserve Graduation Attire

Graduation attire must be reserved 8 weeks before graduation. Cap and gown fees can be paid directly to the Herff Jones Company when you place your order. Doctoral students must contact Herff Jones with their height, cap size, degree, and major at:

Herff Jones
7 South Mulberry Street
Statesboro, GA 30458
Telephone: (912) 764-9314
Fax: (912) 764-9550
Email: roderick@frontiernet.net

Pay Outstanding Debts

All debts to Georgia Southern University must be paid in full. To determine debts such as parking tickets, library fees, fines, etc., students should contact the Cashier’s Office at: Georgia Southern University, Cashier’s Office, Deal Hall, (912) 478-0020.

Diploma Address

Georgia Southern University’s Office of the Registrar will mail the diploma to students 4-6 weeks after graduation if the student applied for graduation three semesters before completion. Students are strongly encouraged to update the Diploma Address and graduation e-mail address on WINGS before the end of the semester in which you are completing the degree requirements.

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