Graduation Checklist

You're almost there! Use this checklist to help you keep track of the steps you need to take to get ready for graduation. Once all of the items are completed, a final audit of your records will be performed. If all requirements are met, your school status will officially change from 'Pending Grad' to 'Graduate.' Please visit the Graduation web page for more information. For specific graduation ceremony questions, please email Graduation.Information@uagc.edu.

☐ **Review your Degree Progress Report (DPR)**
- You can access your Degree Progress Report (DPR) by logging into your Student Portal → My Degree → Degree Progress.
- Confirm that you have completed or are scheduled for all the appropriate courses listed as required on your DPR.
  If anything is red (i.e., not scheduled), call your Academic Advisor to schedule your final courses.
- Maintain a minimum 2.00 cumulative GPA for undergraduate students or a 3.00 cumulative GPA for graduate students (a cumulative grade point average of 2.50 is required for major coursework taken at the University of Arizona Global Campus in the Bachelor of Science in Health Information Management).
- If you are adding to or changing your degree plan, the Area of Study Declaration form must be submitted prior to the last day of your final scheduled course.

☐ **Submit your Petition to Graduate Form**
- The form is located in the 'My Forms' link in your Student Portal → My Forms → Student Forms → Registrar Forms → Online Forms Portal → Petition to Graduate.
- The Petition to Graduate form must be submitted regardless of whether or not you're attending the commencement ceremony.

☐ **Pay the Graduation Fee**
- After your Petition to Graduate is approved and on file you must pay the associated graduation fee. You can pay the fee in your Student Portal → My Finances → Make a Payment *payments@uagc.edu if you encounter payment issues.*
- The graduation fee must be paid regardless of whether or not you're attending the commencement ceremony.
- Financial aid or select institutional grants may cover this fee.

☐ **Pay Your Balance**

- Your student account must be paid in full in order to have your school status updated to Graduate.
- If you have questions about your financial aid arriving in your final year, contact your Financial Services Advisor or call 866.974.5700 ext. 20063 (Finance).

☐ **Clear Any Holds**

- Please contact the department that placed the hold for details on how to clear it, if one should exist.

Please note: this checklist is a resource and does not need to be submitted to the University of Arizona Global Campus.