

Graduation Application and Evaluation Process

When should a student apply to graduate?

May applications due August 30

August applications due January 31

December applications due April 28 (changing to April 30 in 2023)

What happens when a student applies to graduate?

- 1) When an application is submitted students will receive an automated email notifying them the graduation application has been submitted.
- 2) When an application is processed into Banner students will receive an automated email notifying them that the graduation application has been received.
- 3) Students who submit the application by the due date will receive an email that their evaluation is complete before their last semester. Evaluation results will be posted in SCORECard.

Where can graduation evaluation results be found?

Graduation evaluation results are posted in the Notes section of SCORECard. This is at the bottom of the SCORECard screen and it is viewable by anyone with access to the student's record in SCORECard, including the student.

How do students learn about these deadlines?

All graduation application deadlines are included in the Academic Calendar starting in 2022/2023. The Registrar's Office also advertises the dates in D2L and TV screens and by encouraging advisors and faculty to share this information with students. The graduation application requirement also shows as missing in SCORECard until a student submits an application and the Registrar's Office processes it into Banner.

What if a student misses a deadline?

Students may still apply after the deadline as long as the online application is open for their desired year and term. Once the year and term is no longer available in the online form, the student will need to apply for the following semester. Any applications received after the deadline cannot be guaranteed a timely evaluation notification/results in SCORECard.

Do students need to do anything else to graduate from GHC?

Graduating at GHC...It's easy as 1 - 2 - 3

1. Complete the GRADUATION APPLICATION by the deadline on the Academic Calendar: <https://forms.highlands.edu/registrar/graduation/>
2. Fill out the COMMENCEMENT RSVP by April 1 before the May commencement ceremony.
3. Successfully complete ALL DEGREE REQUIREMENTS. Advising can help! Schedule an appointment with your advisor for academic planning.

Students receive a confirmation email when they submit the Graduation Application, another when it is received by the Registrar's Office, and a follow up email regarding degree evaluation details if submitted by the deadline. Students receive a confirmation email when they complete the Commencement RSVP. SCORECard, while not official, is a good indicator of degree requirements.