The Graduation Process for Graduate Students

Meet with Your Department

You are encouraged to meet with your advisor or department representative at least one semester before graduation. At this meeting, your Degree Works audit should be reviewed. The purpose of the Degree Works Audit is to provide a record of remaining requirements for graduation and to eliminate last minute errors. The catalog you are following will be used to determine the requirements for graduation. The official review of your Degree Works audit will be processed by Graduation Services staff. If there is an error or omission, you and the department will be notified. Questions can be referred to the office of the Registrar at DEGWRKS@ecu.edu.

Please be sure that all information displayed in the Degree Works audit is correct. Including all Degree information, concentrations (if applicable) and certificates that you plan to graduate with. Do not apply to graduate until this information is correct. If the information is incorrect, please contact your program director so it can be updated before you apply.

The final responsibility for meeting all academic requirements for the degree rests with the student.

With your Advisor

- Review the required courses left for degree/certificate completion on your Degree Works audit.
- If applicable, list any courses taken as non-degree credit over 9 semester hours on the Request for Transfer Credit and Excess Non-Degree Credit form and submit it immediately to the Graduate School.
- If applicable, verify the receipt of transcripts from other Universities to ensure accurate transfer credit has been added to your record. Complete the Request for Transfer Credit and Excess Non-Degree Credit form to add transfer courses to your record.

The Graduation Application

The Application for Graduation must be completed online. Click here for instructions on how to apply online. This should be done one semester prior to completion of the degree/certificate. If you are dual-degree or are also graduating with a certificate, you will have to submit a separate online application for each program you plan to graduate with.