



## *The Graduate Graduation Process for 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, a Degree Evaluation will be processed in the Banner system in addition to the completion the Graduate Summary Form.

### ***The Graduate Summary***

The purpose of the Graduate Summary 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.

After reviewing your degree evaluation and Graduation Summary form, it will be sent to the Graduation Services Office in the Office of the Registrar. The official review of the summary will be processed by the Graduation Services office. If there is an error or omission, the student and department will be notified. Questions can be referred to Amy Bisette at [bisettea@ecu.edu](mailto:bisettea@ecu.edu).

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

- Review the required courses left for degree/certificate completion.
- List any courses taken for non-degree credit over 9 semester hours on the Request for Transfer Credit form and submit it immediately to the Graduate School.
- Verify the receipt of transcripts from other Universities have been received to ensure accurate transfer credit. Make sure to complete the Request for Transfer Credit form and submit it immediately to the Graduate School.

### ***The Graduation Application***

Application for Graduation can be completed at the time of the graduate summary or at the Graduation Services Office. This should be done one semester before completion of the degree. All graduation applications should be returned to the Graduation Services office, located in room 108 of the Whichard Building.

### ***Commencement***

Visit OneStop to reserve your seat for graduation and be sure to check the Commencement website for important announcements: <http://www.ecu.edu/commencement/>