

Changing Your Anticipated Date of Graduation

The Graduate School



JAMES MADISON UNIVERSITY®

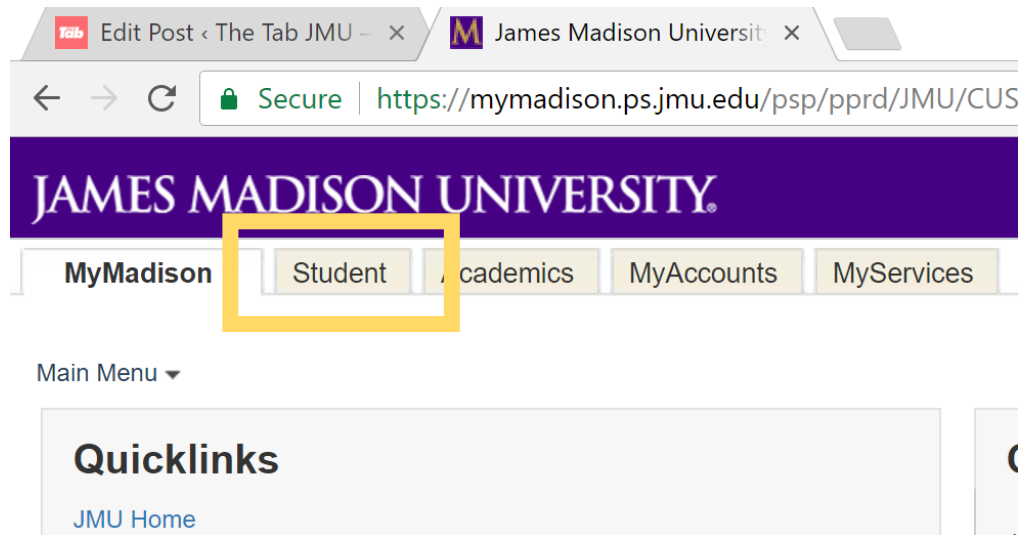


Overview

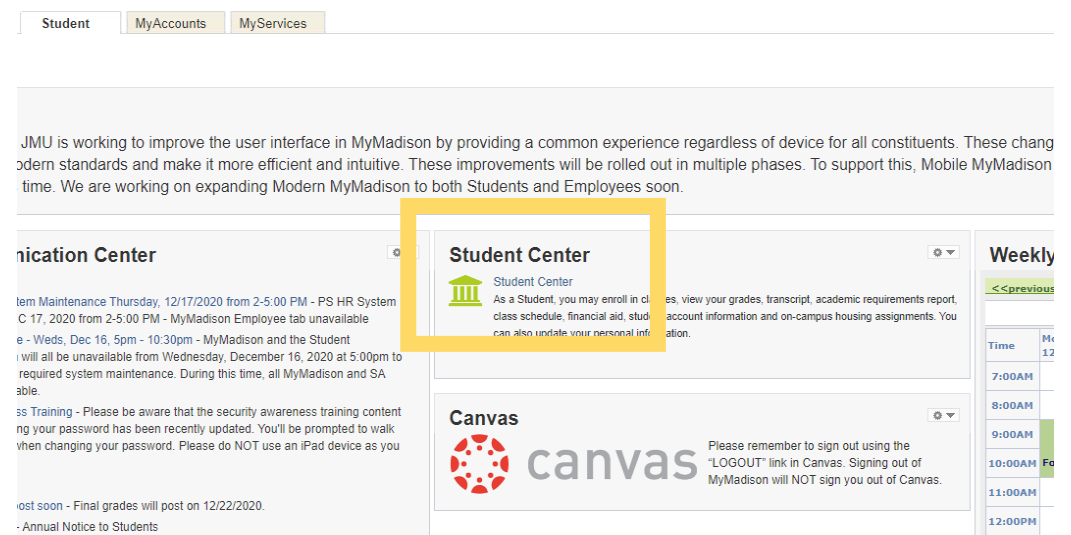
When you apply to graduate, you lose access to enrollment for terms after your anticipated graduation term. If you determine you will need to continue coursework past the original graduation term you selected, you will need to either change your expected graduation term or withdraw your graduation application. If graduation application submissions have opened for your new anticipated graduation term, you will change your graduation term. If submissions have not opened, or if you are not certain when you expect to graduate, you will withdraw your application.

Accessing the Graduation Status Page

Step 1: Log into MyMadison and go to your Student Services Center.



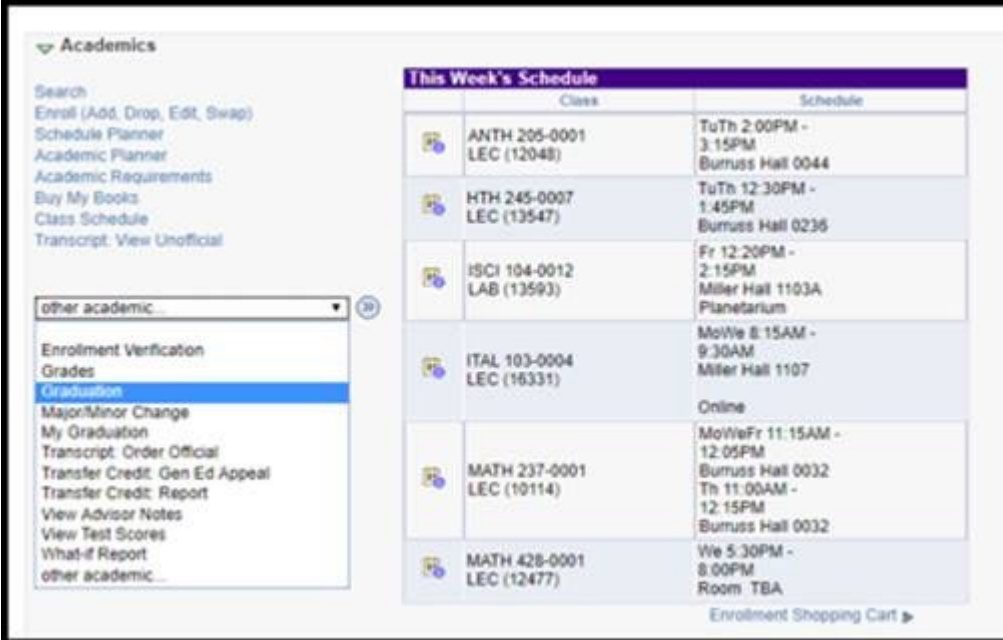
The screenshot shows the MyMadison website interface. At the top, there is a navigation bar with the following links: MyMadison, Student, Academics, MyAccounts, and MyServices. The 'Student' link is highlighted with a yellow rectangular box. Below the navigation bar, there is a 'Main Menu' section with a 'Quicklinks' area containing a link to 'JMU Home'.



The screenshot shows the MyMadison Student Center page. At the top, there is a navigation bar with the following links: Student, MyAccounts, and MyServices. The 'Student Center' link is highlighted with a yellow rectangular box. Below the navigation bar, there is a main content area with a message from JMU regarding user interface improvements. To the right, there is a 'Weekly' schedule section with a table showing times from 7:00 AM to 12:00 PM. Below the main content area, there is a 'Canvas' section with a logo and a message about signing out of Canvas.

Accessing the Graduation Status Page

Step 2: Select Graduation from the *Other Academic* drop-down menu.



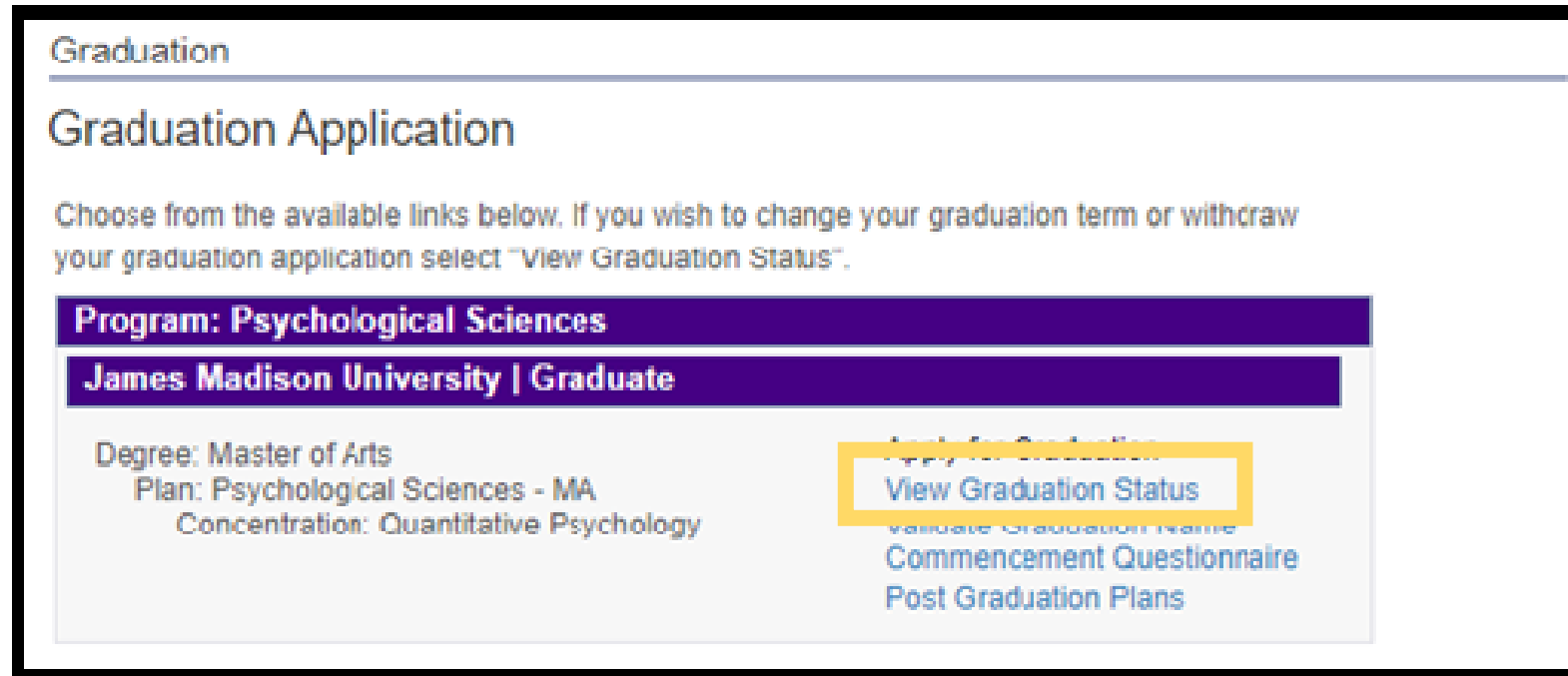
The screenshot shows the 'Academics' section of a website. On the left, there is a list of links: Search, Enroll (Add, Drop, Edit, Swap), Schedule Planner, Academic Planner, Academic Requirements, Buy My Books, Class Schedule, and Transcript: View Unofficial. Below this list is a drop-down menu currently showing 'other academic...'. A yellow arrow points to this menu. The menu is open, showing a list of options: Enrollment Verification, Grades, Graduation (highlighted in blue), Major/Minor Change, My Graduation, Transcript: Order Official, Transfer Credit: Gen Ed Appeal, Transfer Credit: Report, View Advisor Notes, View Test Scores, What-if Report, and other academic... To the right of the drop-down menu is a table titled 'This Week's Schedule'.

This Week's Schedule	
Class	Schedule
ANTH 205-0001 LEC (12048)	TuTh 2:00PM - 3:15PM Burnuss Hall 0044
HTH 245-0007 LEC (13547)	TuTh 12:30PM - 1:45PM Burnuss Hall 0236
ISCI 104-0012 LAB (13593)	Fr 12:20PM - 2:15PM Miller Hall 1103A Planetarium
ITAL 103-0004 LEC (16331)	MoWe 8:15AM - 9:30AM Miller Hall 1107
	Online
MATH 237-0001 LEC (10114)	MoWeFr 11:15AM - 12:05PM Burnuss Hall 0032 Th 11:00AM - 12:15PM Burnuss Hall 0032
MATH 428-0001 LEC (12477)	We 5:30PM - 8:00PM Room TBA

Enrollment Shopping Cart ▶

Accessing the Graduation Status Page

Step 3: Select the View Graduation Status link.



The screenshot shows a web page titled "Graduation" with a sub-header "Graduation Application". Below the sub-header is a paragraph of text: "Choose from the available links below. If you wish to change your graduation term or withdraw your graduation application select 'View Graduation Status'". There are two purple bars: the first says "Program: Psychological Sciences" and the second says "James Madison University | Graduate". Below these bars, on the left, are the details: "Degree: Master of Arts", "Plan: Psychological Sciences - MA", and "Concentration: Quantitative Psychology". On the right, there is a list of links: "Apply for Graduation", "View Graduation Status" (highlighted with a yellow box), "Validate Graduation Name", "Commencement Questionnaire", and "Post Graduation Plans".

Graduation

Graduation Application

Choose from the available links below. If you wish to change your graduation term or withdraw your graduation application select "View Graduation Status".

Program: Psychological Sciences

James Madison University | Graduate

Degree: Master of Arts
Plan: Psychological Sciences - MA
Concentration: Quantitative Psychology

- [Apply for Graduation](#)
- [View Graduation Status](#)
- [Validate Graduation Name](#)
- [Commencement Questionnaire](#)
- [Post Graduation Plans](#)

Graduation Status Page

- If application submissions have opened for your new expected graduation term, you will select the *Change Expected Graduation Term* button.
- If submissions have not opened, or if you are not certain when you expect to graduate, you will select the *Withdraw Graduation Application* button.
- You can find information on when graduation application submissions open [on the Graduate School Website](#).

Graduation Status

Program: Leadership Studies

James Madison University | Doctoral

Degree: Doctor of Philosophy	Applied for Graduation
Plan: Strategic Leadership - PhD	Expected Graduation Term: Spring Semester 2020
Concentration: Postsec Analysis & Leadership	

If your degree, program, and/or concentration needs to be changed please email gradstudentservices@jmu.edu.

Review the below status and all notes left by both The Graduate School and your program. Consult with your advisor for more details on your status.

Status

Status as of: 03/17/20 9:49:14AM

Status: Pending Program Approval - You have successfully submitted an application for graduation and it is pending approval from your advisor, program director, and academic unit head. They must approve your application before it is submitted to The Graduate School.

Graduate School Notes

No notes have been entered at this time.

Program Approval Notes

No notes have been entered at this time.

▶ Status Key

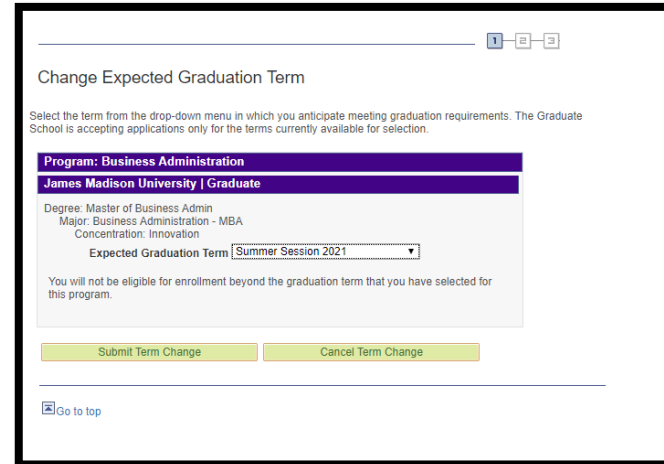
Return

Change Expected Graduation Term

Withdraw Graduation Application

Changing Your Expected Graduation Term

- Follow the prompts to update your expected graduation term.
- Once you have successfully submitted your term change, you will see a confirmation page. At this point, your graduation status will reset to *Pending Program Approval* and your graduate program will be required to approve your graduation application for your new graduation term.



Change Expected Graduation Term

Select the term from the drop-down menu in which you anticipate meeting graduation requirements. The Graduate School is accepting applications only for the terms currently available for selection.

Program: Business Administration
James Madison University | Graduate

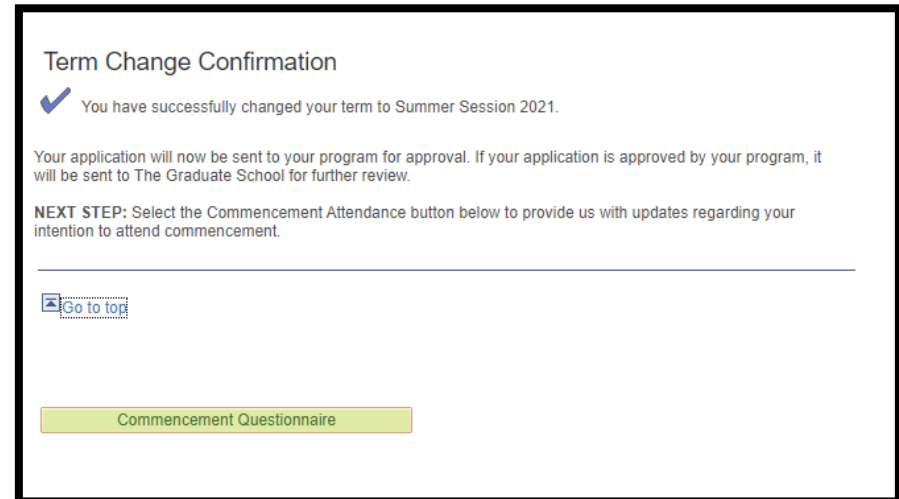
Degree: Master of Business Admin
Major: Business Administration - MBA
Concentration: Innovation

Expected Graduation Term: Summer Session 2021

You will not be eligible for enrollment beyond the graduation term that you have selected for this program.

Submit Term Change Cancel Term Change

[Go to top](#)



Term Change Confirmation

✓ You have successfully changed your term to Summer Session 2021.

Your application will now be sent to your program for approval. If your application is approved by your program, it will be sent to The Graduate School for further review.

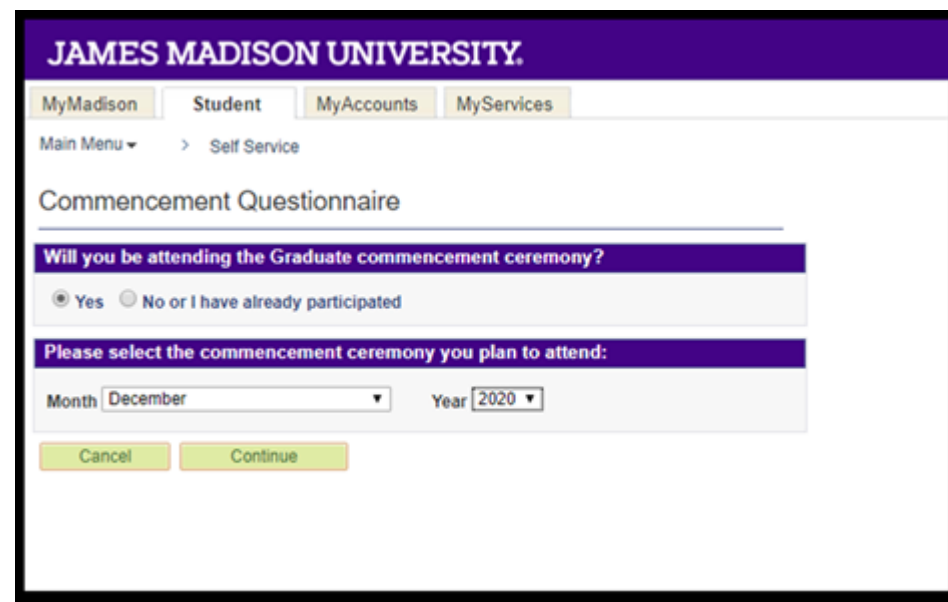
NEXT STEP: Select the Commencement Attendance button below to provide us with updates regarding your intention to attend commencement.

[Go to top](#)

Commencement Questionnaire

Changing Your Expected Graduation Term

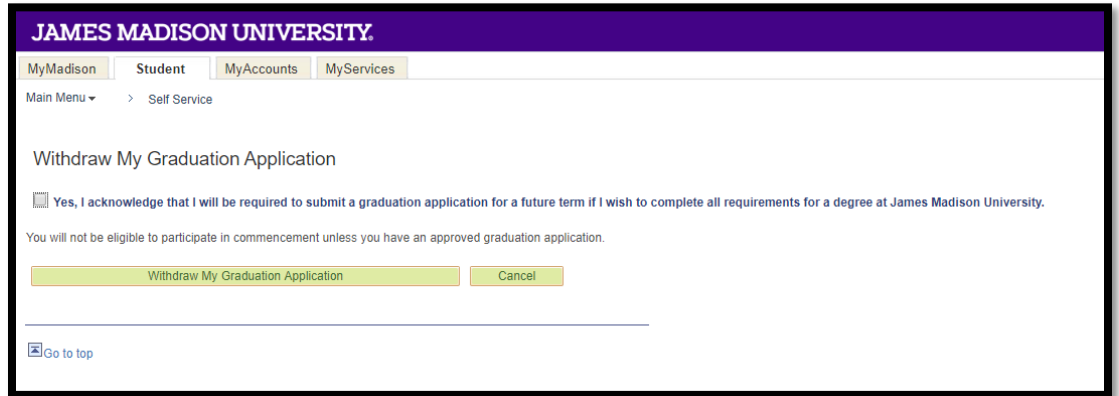
- You will then need to update your commencement questionnaire, in case your term change has effected your plans to participate in commencement.



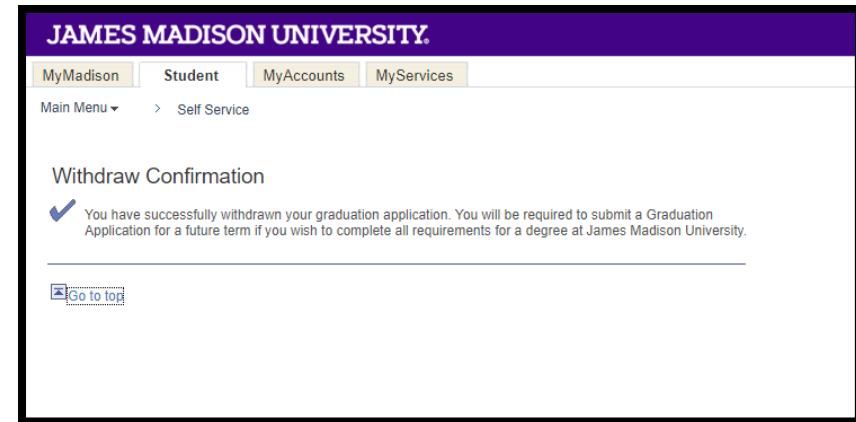
The screenshot shows the James Madison University website interface. At the top, there is a purple header with the text "JAMES MADISON UNIVERSITY." Below this, there are navigation tabs: "MyMadison", "Student", "MyAccounts", and "MyServices". Underneath the tabs, there is a breadcrumb trail: "Main Menu > Self Service". The main content area is titled "Commencement Questionnaire". The first question is "Will you be attending the Graduate commencement ceremony?" with radio button options for "Yes" (selected) and "No or I have already participated". The second question is "Please select the commencement ceremony you plan to attend:" with dropdown menus for "Month" (set to "December") and "Year" (set to "2020"). At the bottom of the form, there are two buttons: "Cancel" and "Continue".

Withdrawing Your Graduation Application

- If you withdraw your graduation application, be aware that you will need to apply again at a later date to earn a degree from JMU and that you will not be eligible to participate in commencement until you submit a new application.
- When you have successfully withdrawn your application, you will see a confirmation page.



The screenshot shows the 'Withdraw My Graduation Application' page. At the top, it says 'JAMES MADISON UNIVERSITY.' Below that are navigation tabs for 'MyMadison', 'Student', 'MyAccounts', and 'MyServices'. The page title is 'Withdraw My Graduation Application'. There is a checkbox with the text: 'Yes, I acknowledge that I will be required to submit a graduation application for a future term if I wish to complete all requirements for a degree at James Madison University.' Below this is a warning: 'You will not be eligible to participate in commencement unless you have an approved graduation application.' At the bottom, there are two buttons: 'Withdraw My Graduation Application' and 'Cancel'. A 'Go to top' link is at the very bottom.



The screenshot shows the 'Withdraw Confirmation' page. At the top, it says 'JAMES MADISON UNIVERSITY.' Below that are navigation tabs for 'MyMadison', 'Student', 'MyAccounts', and 'MyServices'. The page title is 'Withdraw Confirmation'. There is a blue checkmark icon followed by the text: 'You have successfully withdrawn your graduation application. You will be required to submit a Graduation Application for a future term if you wish to complete all requirements for a degree at James Madison University.' At the bottom, there is a 'Go to top' link.

Questions?

Contact The Graduate School at

gradstudentservices@jmu.edu