

# **The Graduate School Graduation Application**

 JAMES MADISON UNIVERSITY 

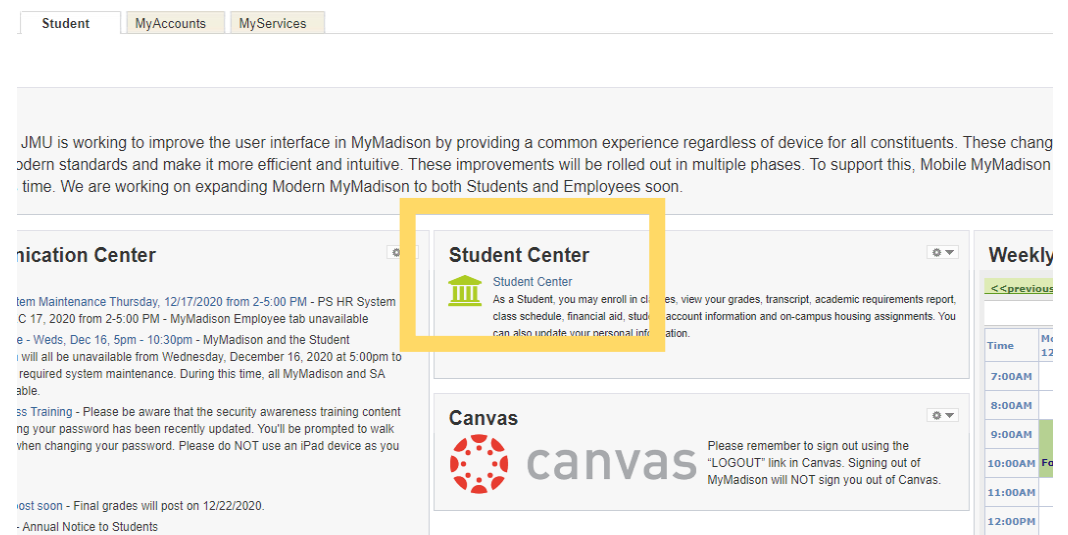
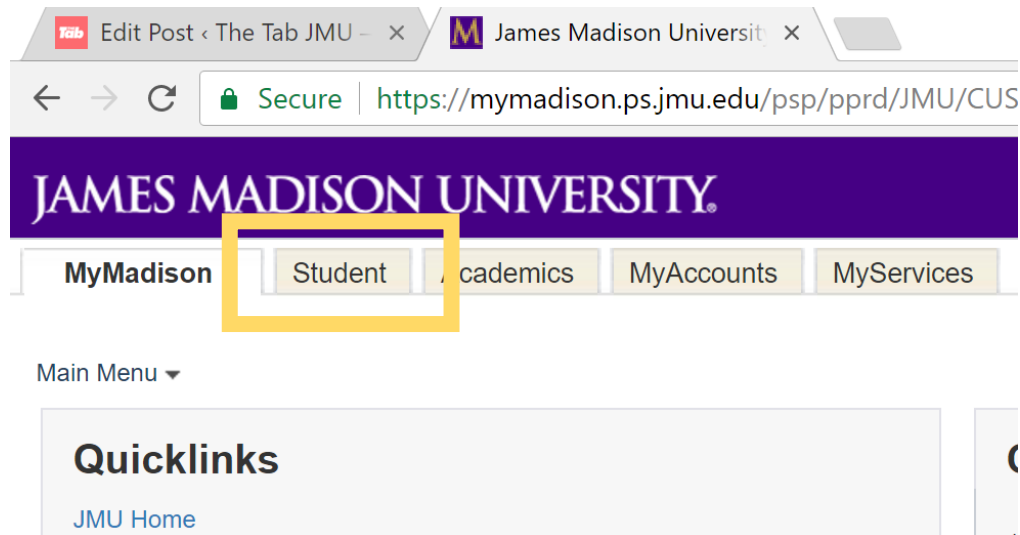
# Application Deadlines

- You will receive an email at your Dukes email account each semester with graduation application submission deadlines and directions on how to apply in MyMadison.
- All graduation dates and deadlines for upcoming terms can also be found [on our website.](#)



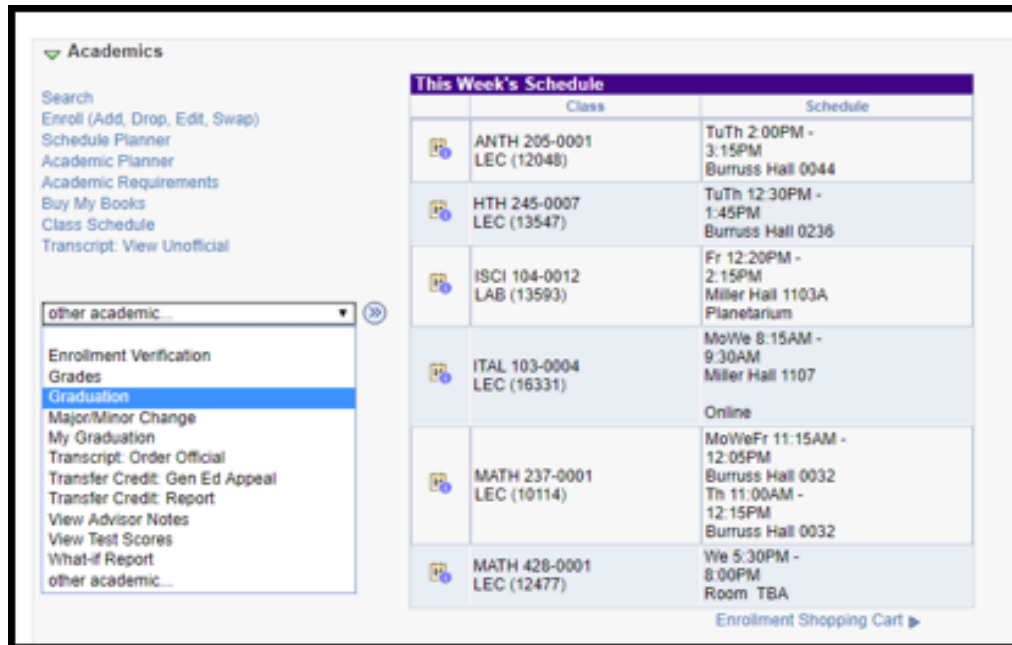
# Accessing the Graduation Application

Log into MyMadison and go to your Student Services Center.



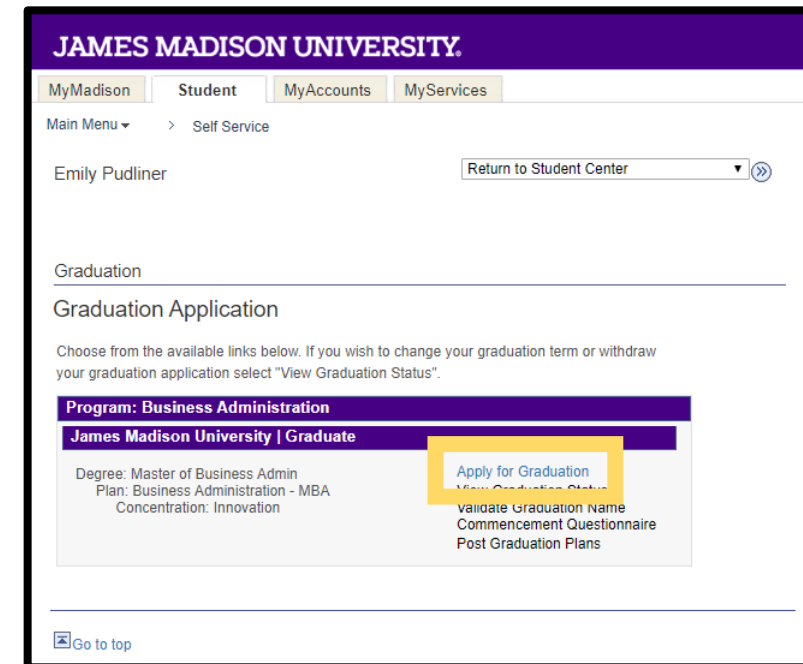
# Accessing the Graduation Application

Select Graduation from the *Other Academic* drop-down menu.  
On the Graduation page, select the Apply for Graduation link.



The screenshot shows the 'Academics' section of the student portal. A purple arrow points to the 'other academic...' dropdown menu, which is open and has 'Graduation' selected. To the right is a table titled 'This Week's Schedule'.

Class	Schedule
ANTH 205-0001 LEC (12048)	TuTh 2:00PM - 3:15PM Burruss Hall 0044
HTH 245-0007 LEC (13547)	TuTh 12:30PM - 1:45PM Burruss 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
MATH 237-0001 LEC (10114)	Online
MATH 428-0001 LEC (12477)	MoWeFr 11:15AM - 12:05PM Burruss Hall 0032 Th 11:00AM - 12:15PM Burruss Hall 0032
MATH 428-0001 LEC (12477)	We 5:30PM - 8:00PM Room TBA



The screenshot shows the 'JAMES MADISON UNIVERSITY' student portal. The user is logged in as 'Emily Pudliner'. The 'Graduation' section is active, and the 'Apply for Graduation' link is highlighted with a yellow box.

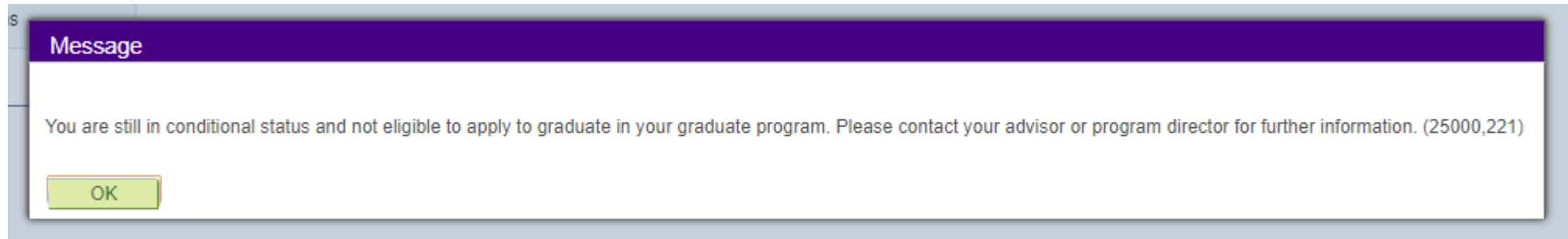
**Program: Business Administration**  
**James Madison University | Graduate**

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

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

# Graduation Application Eligibility

You will only be able to apply to graduate if you are unconditionally admitted to your program. If you are in provisional or conditional admission status, you will see the following error message until The Graduate School has received confirmation that you have met all conditions of admission:



# Confirm Your Plan of Study

- Review the information listed regarding the program you are pursuing. Once your application has been submitted, you won't be able to make any changes to your program, degree, or concentration.
- If you need to change your concentration, complete the Add/Change of Concentration form. The change will need to be completed before you can apply to graduate.
- If your program or degree is incorrect, email [gradstudentservices@jmu.edu](mailto:gradstudentservices@jmu.edu). The issue will need to be resolved before you can apply to graduate.
- If your program, degree, and concentration display correctly, you can confirm that your program of study is correct and continue with the application.

The screenshot shows the 'MyMadison' portal for a student named Emily Pudliner. The page is titled 'Apply for Graduation' and 'Submit an Application for Graduation'. It includes a confirmation message: 'Please confirm that the below declared Graduate Program and Concentration is correct and acknowledge this by checking the box below before selecting the Apply for Graduation button.' Below this, the program details are listed: 'Program: Business Administration', 'James Madison University | Graduate', 'Degree: Master of Business Admin', 'Plan: Business Administration - MBA', and 'Concentration: Innovation'. A checkbox is checked with the text 'The Program of Study listed above is correct.' At the bottom, there are two buttons: 'Cancel' and 'Apply for Graduation'.

# Selecting Your Graduation Term

- Select the term in which you will **complete all degree requirements**, regardless of when you plan to participate in commencement. You will be asked about when you plan to participate in commencement later in the application.
- Review the graduation instructions for the term you have selected.

The screenshot displays the 'JAMES MADISON UNIVERSITY' Student Center interface. At the top, there are navigation tabs for 'MyMadison', 'Student', 'MyAccounts', and 'MyServices'. Below these, a 'Main Menu' dropdown and 'Self Service' link are visible. The user's name, 'Emily Pudliner', is shown next to a 'Return to Student Center' button. The main content area is titled 'Apply for Graduation' and 'Select Graduation Term'. A message states: '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.' Below this, the program details are shown: 'Program: Business Administration', 'James Madison University | Graduate', 'Degree: Master of Business Admin', 'Plan: Business Administration - MBA', and 'Concentration: Innovation'. A section titled 'Select the term in which you anticipate completing all coursework:' contains a dropdown menu for 'Expected Graduation Term' with 'Spring Semester 2020' selected. A 'Graduation Instructions' section follows, providing a detailed list of instructions. At the bottom, there are 'Cancel' and 'Continue' buttons.

# Name and Address Verification

- You will be able to select how your name will be listed in the commencement program and on your diploma. This page also displays the address your diploma will be mailed to after you have met all requirements.
- If your Primary and Preferred names are the same, and you do not plan to make any changes to either name, it does not matter which option you select.
- [This guide](#) has more details on how to change your primary name, preferred name, or diploma mailing address
- If the deadline to change or add names in the commencement program has passed, you will see the below warning and the option to select a name for the commencement program will be grayed out:



At this time, we are no longer able to add or change names listed in the commencement program. This does not affect your ability to participate in commencement.

**JAMES MADISON UNIVERSITY.**

MyMadison Student MyAccounts MyServices

Main Menu > Self Service

Emily Pudliner Return to Student Center

Apply for Graduation

Name and Address Verification

**Commencement Program**

Select the name to be used in the commencement program

Primary Emily Elizabeth Pudliner

Preferred Emily Elizabeth Pudliner

If you wish to edit your Preferred Name, please go to Personal Information in the Student Center. Once the deadline to have your name in the commencement program has expired, no changes will be accepted.

**Diploma**

Select the name to be printed on your diploma

Primary Emily Elizabeth Pudliner

Preferred Emily Elizabeth Pudliner

If you wish to edit your Preferred Name, please go to Personal Information in the Student Center. Diploma orders will be made the week after commencement and no changes will be accepted after that time.

**Address**

The address below will be used to mail your diploma once you have met all graduation requirements

If you need to update your address, please go to Personal Information in the Student Center.

By checking this box I verify that I have selected my desired name for both the commencement program and my diploma and that changes may not be allowable depending upon the date of my request.

Continue



# Review Your Selections

- The next page is a summary page for you to confirm your selections.
- If everything is correct, you will select “Submit Application.” If not, you can select “Edit My Information” and return to the beginning of the application process.

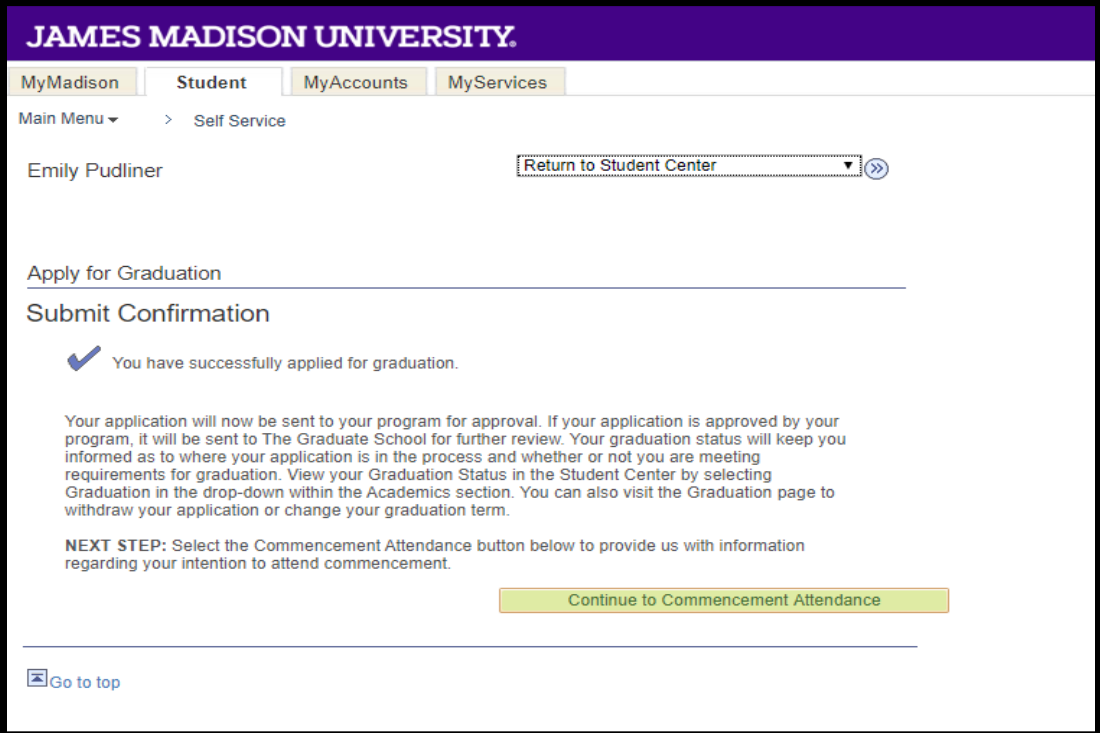
The screenshot shows the 'Review Your Selections' page in the James Madison University application system. At the top, there is a purple header with 'JAMES MADISON UNIVERSITY.' Below it are navigation tabs for 'MyMadison', 'Student', 'MyAccounts', and 'MyServices'. The user is logged in as 'Emily Pudliner' and is in the 'Self Service' section. A 'Return to Student Center' button is visible. The main content area is titled 'Verify Graduation Data' and shows the following information:

- Program:** Business Administration
- James Madison University | Graduate**
- Degree: Master of Business Admin
- Plan: Business Administration - MBA
- Concentration: Innovation
- Expected Graduation Term: Spring Semester 2022

A warning message states: "You will not be eligible for enrollment beyond the graduation term that you have selected for this program." At the bottom, there are two buttons: 'Edit My Information' and 'Submit Application'. A 'Go to top' link is also present.

# Confirmation Page and Next Steps

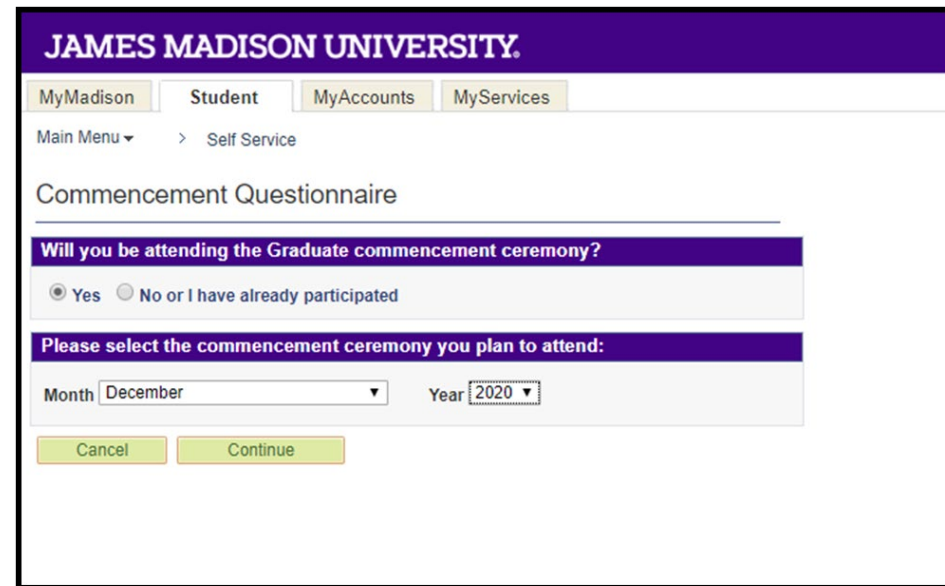
- You will receive a confirmation page once you have successfully submitted your graduation application.
- Your application will be sent to your graduate program for approval. If approved by your graduate program, the application will be submitted to The Graduate School for further review.



The screenshot shows the James Madison University Student Center interface. At the top, there is a purple header with the university name. Below it, navigation tabs include MyMadison, Student, MyAccounts, and MyServices. The user is logged in as Emily Pudliner, and there is a 'Return to Student Center' button. The main content area is titled 'Apply for Graduation' and 'Submit Confirmation'. A blue checkmark icon indicates that the user has successfully applied for graduation. Below this, a paragraph explains that the application will be sent to the graduate program for approval and that the user will be informed of their status. A 'NEXT STEP' section instructs the user to select the 'Continue to Commencement Attendance' button, which is highlighted in green. At the bottom left, there is a 'Go to top' link.

# RSVP for Commencement

- You will be asked to indicate if you plan to attend a commencement ceremony. If you select yes, you will be prompted to select the ceremony date you wish to attend.
- You will have the ability to return to this page later if you need to change your RSVP.



The screenshot shows a web form titled "JAMES MADISON UNIVERSITY." with navigation tabs for "MyMadison", "Student", "MyAccounts", and "MyServices". Below the navigation is a breadcrumb trail: "Main Menu > Self Service". The main heading is "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 are "Cancel" and "Continue" buttons.

# Scholarly Document Information

- Students who are completing scholarly documents will be directed to fill in additional information for the commencement program:

All terminal degree students will see the following questions:

Master's and Ed.S. students who are completing a scholarly document approved by the Graduate School will see the following question:

Commencement Questionnaire

**Dissertation, Document, Project, or Thesis Director Name**

Example: John A. Smith, Ph.D.

**Dissertation, Document, Project, or Thesis Title**

Note: If you have not selected a final title, please enter a tentative title.

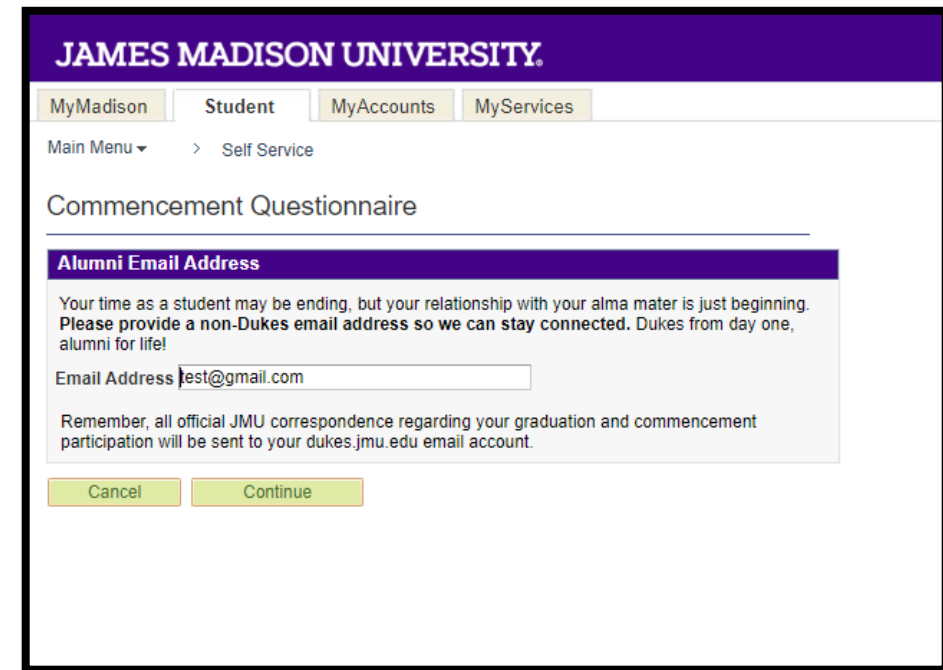
Commencement Questionnaire

**Thesis or Ed.S Research Project Director Name**

Example: John A. Smith, Ph.D.

# Alumni Email Address

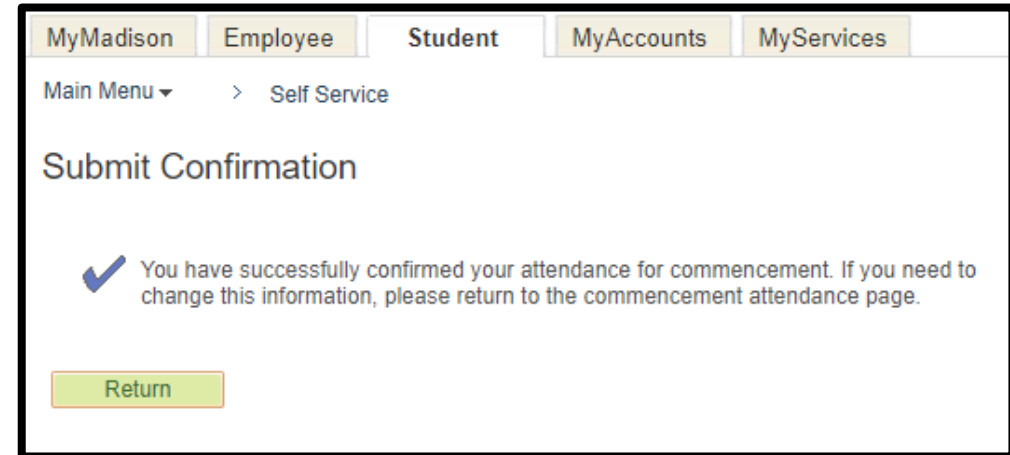
- Provide a non-dukes email account that we can contact you at once you have graduated.
- All official JMU correspondence regarding degree progress, graduation and commencement will continue to be sent to your dukes email account.



The screenshot shows a web form titled "Alumni Email Address" within the James Madison University portal. The page header includes "JAMES MADISON UNIVERSITY." and navigation tabs for "MyMadison", "Student", "MyAccounts", and "MyServices". The breadcrumb trail shows "Main Menu > Self Service". The form is part of a "Commencement Questionnaire" and contains the following text: "Your time as a student may be ending, but your relationship with your alma mater is just beginning. Please provide a non-Dukes email address so we can stay connected. Dukes from day one, alumni for life!". Below this is a text input field with "test@gmail.com" entered. A note states: "Remember, all official JMU correspondence regarding your graduation and commencement participation will be sent to your dukes.jmu.edu email account." At the bottom of the form are two buttons: "Cancel" and "Continue".

# Commencement Questionnaire Confirmation Page

- You will receive a confirmation page once you have successfully submitted your commencement information.
- You can then click the return button to go back to the main Graduation page.



# Graduation Page After Applying

- After applying to graduate, you can return to the main Graduation page to:
  - view your graduation status
  - change your graduation term
  - withdraw your graduation application
  - make updates to your graduation name or commencement questionnaire
  - fill out a survey regarding your plans after graduation

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

- The Graduation Status page will keep you informed of your application status. You will get an email at your dukes email account when your status changes.
- When you submit an application, your status will automatically update to Pending Program Approval.
- Notes left by the graduate program during the approval process will be visible in the Program Approval Notes section.

## 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](mailto: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



# Graduation Status

- Once the application is approved by the graduate program, your status will update to In Review.
- The Graduate School will review each student's academic record to determine if they are expected to meet all graduation requirements and will update the graduation status accordingly.
- The Graduate School will leave individualized notes with more specifics regarding each student's graduation requirements. You can view these notes under Graduate School Notes section.

**Status Key**

**In Review** Your program has approved your graduation application. The Graduate School will review all records and update your status to on track or deficient. Check back for further updates.

**On Track** You have completed or are enrolled in classes that will satisfy coursework required for your program. If you do not successfully complete all graduation requirements you will not be approved for graduation.

**Deficient** You are not expected to meet graduation requirements within the term you selected. Review the notes on this page and consult your academic advisor concerning the specific deficiencies.

**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.

**Approved for Conferral** You have met all graduation requirements for the term in which you applied to graduate. Your degree will be conferred within ten business days.

**Not Eligible for Conferral** You have not met one or more requirements to graduate for the graduation term you selected. You should consult your academic advisor concerning deficiencies. If you would like to change your expected graduation term click the Change Expected Graduation Term button below.

**Not Applied** You do not currently have an active graduation application submission.

# Questions?

**Contact [gradstudentservices@jmu.edu](mailto:gradstudentservices@jmu.edu)**