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.](#)
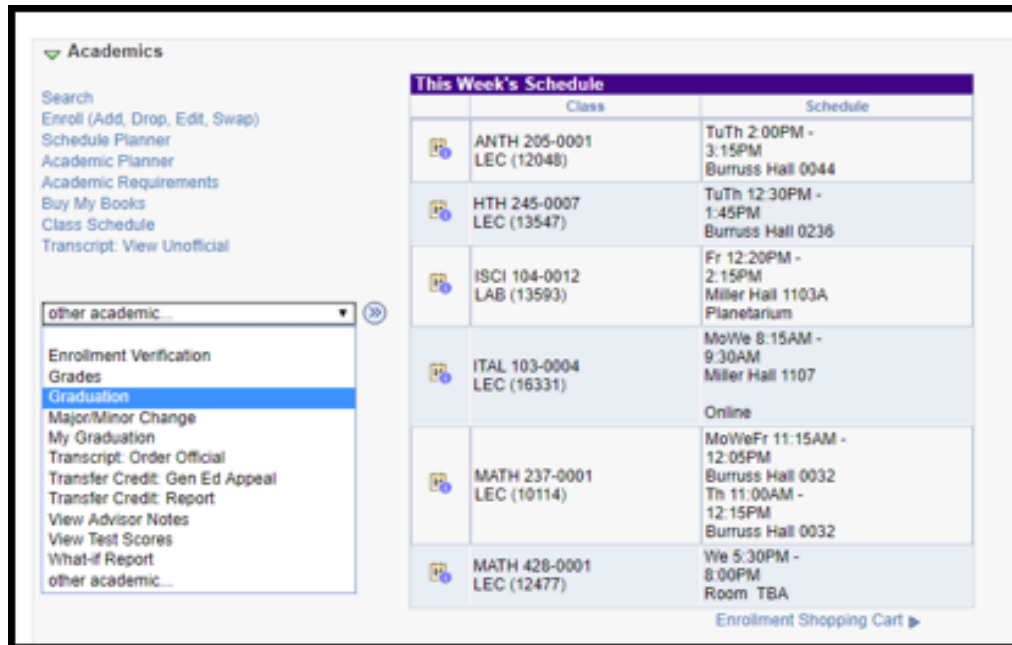
Accessing the Graduation Application

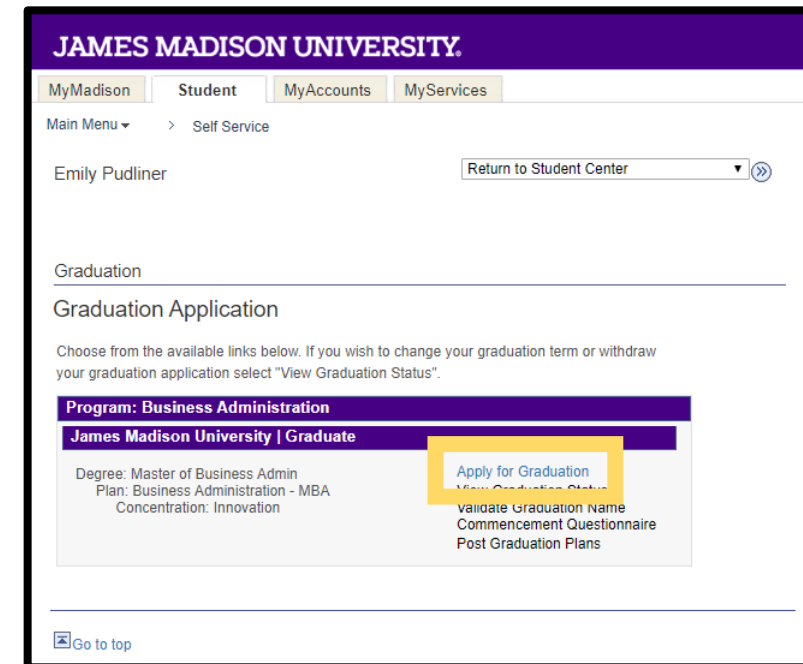Log into MyMadison and go to your Student Services Center.
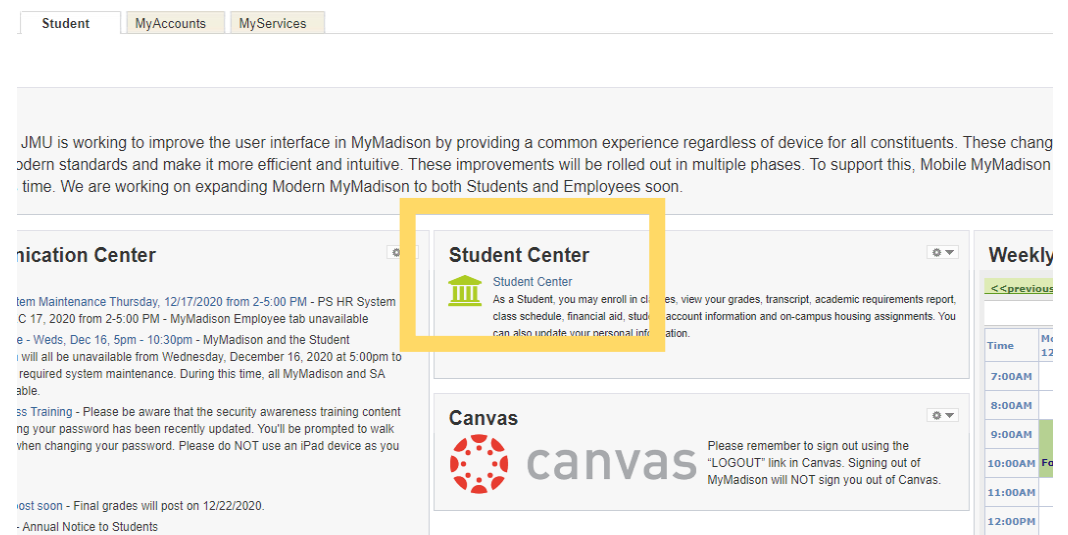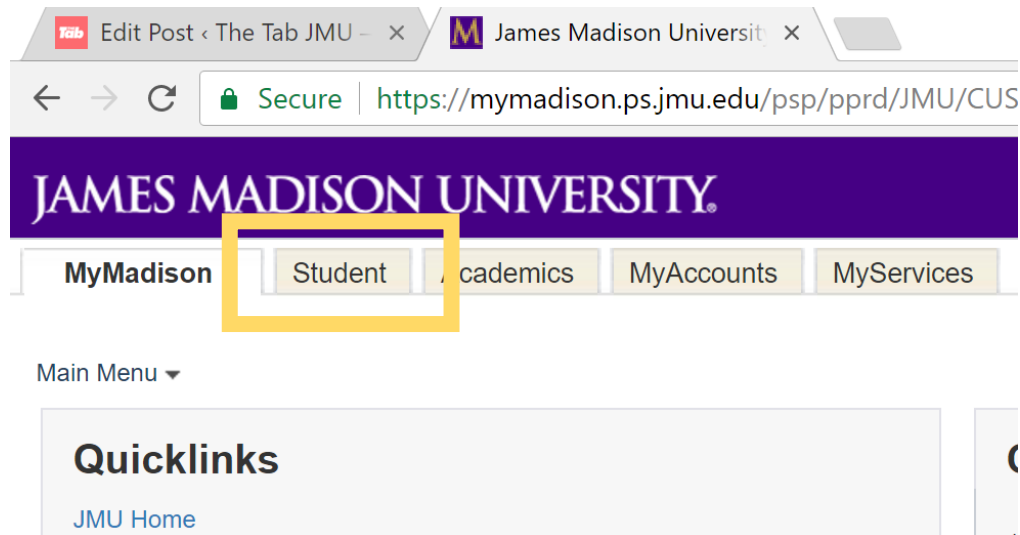
Accessing the Graduation Application

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

On the Graduation page, select the Apply for Graduation link.

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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:

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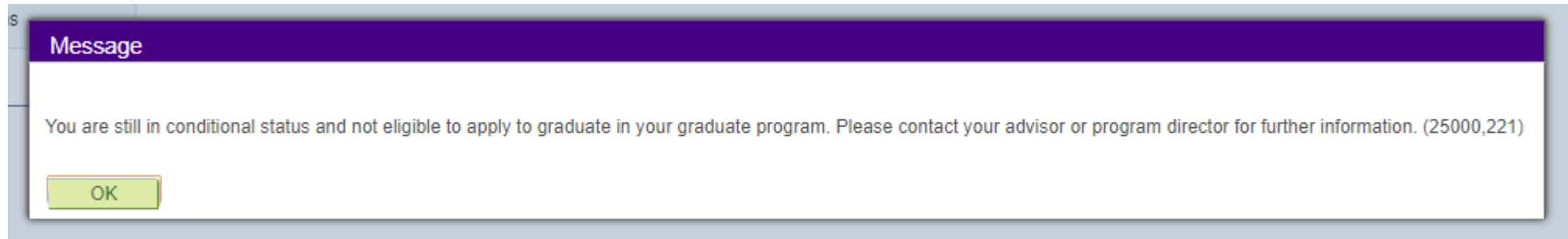
Confirm Your Plan of Study

- 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. 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.

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.

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.**

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.

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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.

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.

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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:
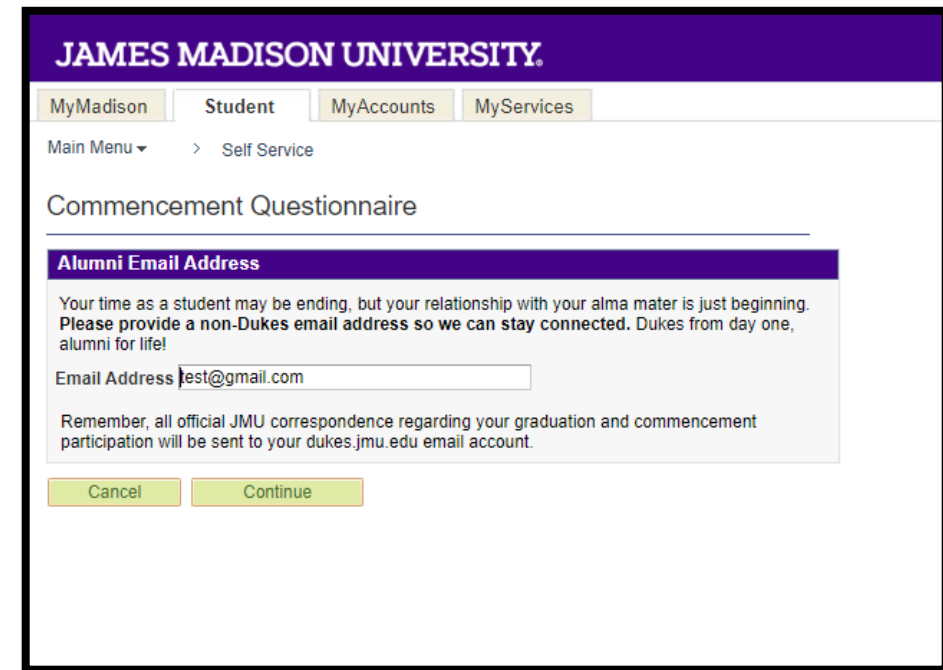
Alumni Email Address

- Provide a <u>non-dukes</u> 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.

James Madison University screenshot showing tabs: MyMadison, Student, MyAccounts, MyServices. Main Menu > Self Service. Commencement Questionnaire. Alumni Email Address: "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!" Email Address test@gmail.com. "Remember, all official JMU correspondence regarding your graduation and commencement participation will be sent to your dukes.jmu.edu email account." Cancel / Continue buttons.

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.

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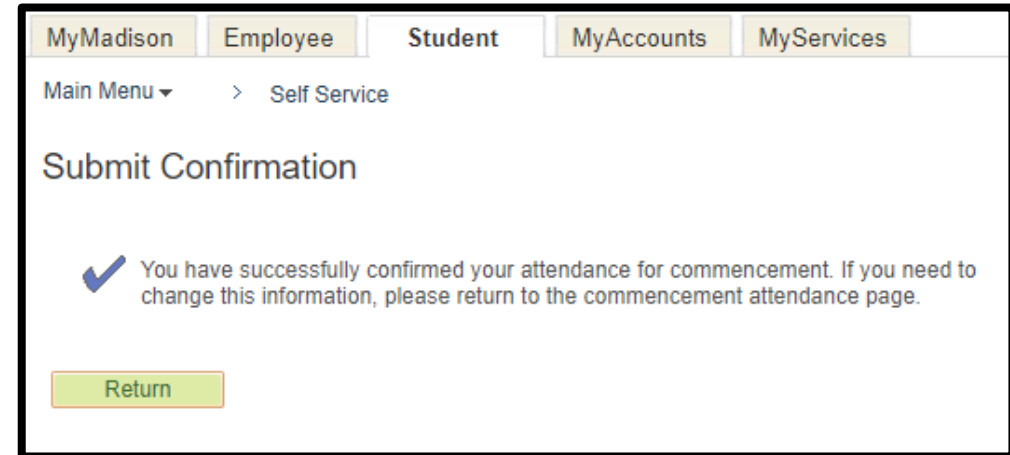
Graduation Page After Applying

- 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
Plan: Strategic Leadership - PhD
Concentration: Postsec Analysis &
Leadership

Applied for Graduation
Expected Graduation Term: Spring Semester
2020

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

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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

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