

As a Senior- Prepare for Graduation

Goal: Review and complete action items below to ensure that you are on-track for completing your degree requirements and graduating from KU.

Fall of Senior Year (or your second to last semester)

- Apply for Graduation:** Log into Enroll & Pay > Click on Enroll & Pay in the Main Menu > Click on Degree Progress/Graduation > Click on KU Apply for Graduation
- Meet with your College major advisor and College minor advisor:** your departmental advisor(s) will assist you in completing any applicable graduation paperwork and/or assist you with acquiring documentation of any approved major/minor substitutions.
- Resolve incomplete grades:** work with your instructor(s) to make sure that you are on-track to completing any outstanding incomplete grades before graduation.
- Confirm that study abroad credits have posted to your KU record:** review your Advising Report and make sure that any study abroad coursework has posted. If not, contact the [KU Office of Study Abroad](#) to find out what materials you still need to submit.
- Submit your intent to pursue departmental honors:** if you are completing departmental honors requirements in your major, be sure to submit the departmental honors intent form to 109 Strong Hall.
- Communicate transfer credit information and be aware of guidelines:** contact your Graduation Advisor if you plan to transfer in coursework from another institution and carefully review the following information-
 - It is your responsibility to verify the courses that you are enrolled in at another institution transfer to KU as the courses needed. You may look this up on the CredTran website here: credittransfer.ku.edu.
 - You must earn a minimum grade of C for a course to transfer to KU.
 - You should have your official transcript sent to: KU Office of Admissions, 1502 Iowa St., Lawrence, KS 66045. If your transfer institution offers official electronic transcripts, you may have one sent to processing@ku.edu.
 - Work with your Graduation Advisor to make sure that all transfer credit will post to your official KU record by the graduation deadline.

Spring of Senior Year (or your final semester)

- Review your Degree Progress Report:** make sure that you are enrolled in all degree requirements that are not currently checked off.
- Review your Advising Report:** confirm that any incomplete grades have been changed to an assigned letter grade and confirm that any previously outstanding study abroad coursework has posted.
- Send transcripts:** request that any institution at which you've completed coursework other than KU is prepared to send your transcript to [KU Admissions](#) once any currently enrolled coursework has been completed.
- Get ready to walk down the hill:** visit the KU Bookstore for all of your graduation needs including invitations and a cap and gown.
- Prepare for ceremonies:** keep an eye on your registered KU email and your academic notices for information about applicable graduation ceremonies and visit commencement.ku.edu for information about walking down the hill.