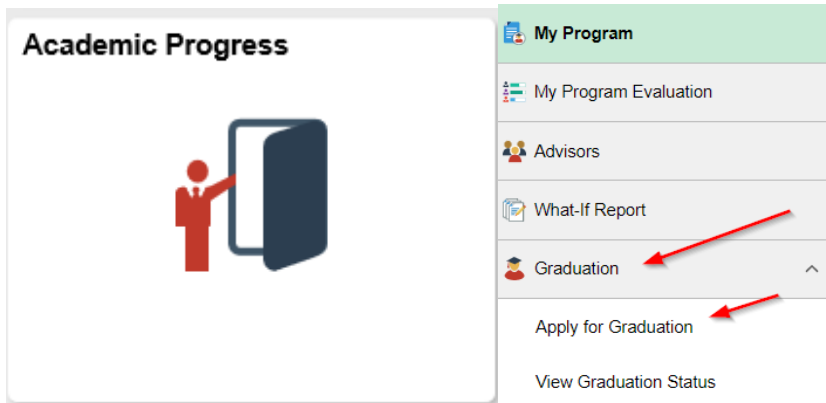# CHAPMAN UNIVERSITY

Applying for Degree Conferral/Graduation
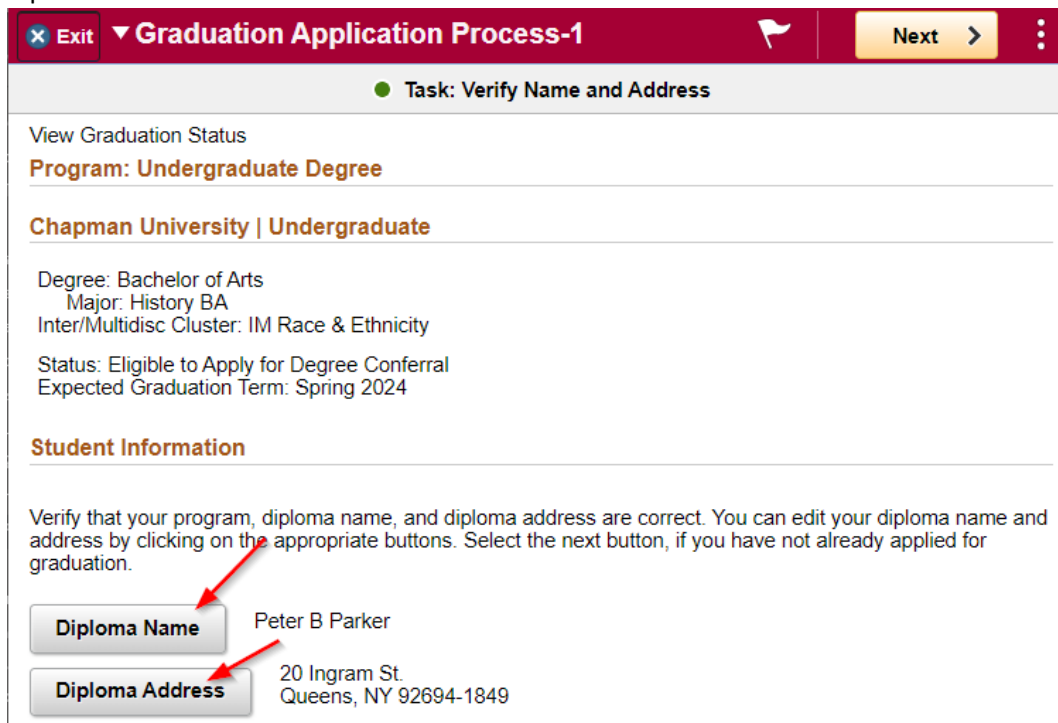
STUDENTCENTER.CHAPMAN.EDU

All degree seeking students are required to apply for degree conferral. This is how you inform the University when you will have all requirements completed so your degree can be awarded. This process is known as "Apply for Graduation" in the Student Center but is separate from the RSVP for Commencement.

- Undergraduate students must have 90 <u>completed</u> credits to apply
- Graduate students should consult with their departments for eligibility

GRADUATION APPLICATION PROCESS
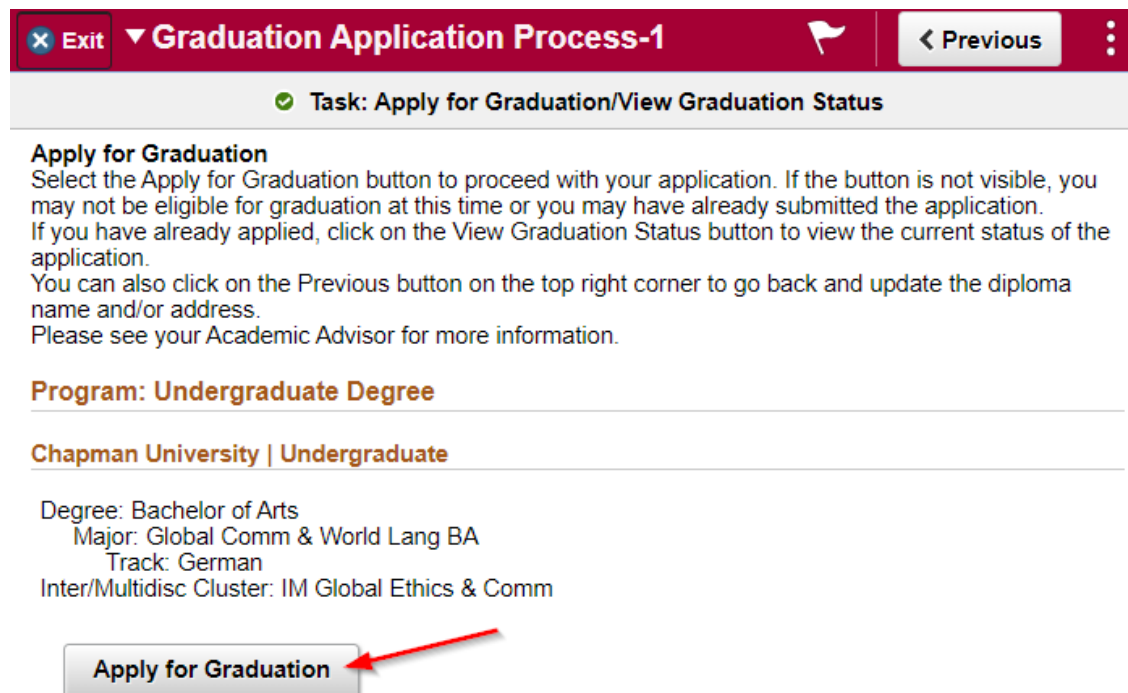
1. Select Academic Progress tile
2. Click on "Graduation"
3. Click on "Apply for Graduation"
4. Verify that your "diploma name" and "diploma address" are correct. You can edit both by clicking on the appropriate buttons

5. If information is correct, click on "next" on top right of the page
6. If updating name or address, you will be taken to another page to make updates. Make changes and click "save"

7. If updating address, scroll down to "diploma address" and click on + symbol or actual address to update. Make changes and click "save"

8. Only if updating diploma name, you must click on top left "Graduation Application" to return to finish application process
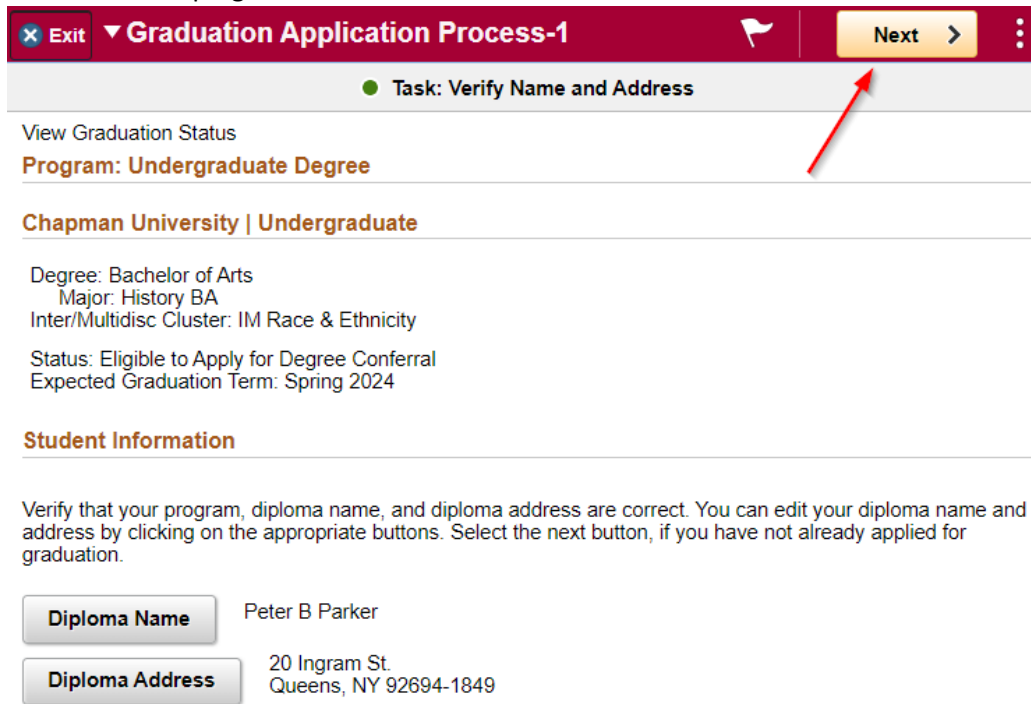
9. Click "next on top right

10. You will be taken to the application page. If you are eligible to apply, a button for "Apply for Graduation" will appear. If this button does not appear, you likely do not have enough completed credits to apply

11. Select the term you will be completing all degree requirements by using drop down menu
12. Click on "Continue"

13. Click on "Submit Application"

14. You will be taken to a confirmation page. You will not receive an email confirmation

15. If you need to apply for another program, such as joint programs MBA/MS, MFA/MA, click "exit" on the top left and repeat the steps to apply for other program
16. If you need to change your graduation term, please email conferral@chapman.edu from you Chapman email account to request this change
17. You can view your graduation status by clicking on "view graduation status" under the graduation section