GRADY GRADUATION CHECKLIST

- Retrieve and review the Advising Plan-of-Study Form you received during your last advising appointment, and make sure you have registered for the suggested classes.

- Log in to DegreeWorks (degreeworks.uga.edu) to review your degree audit.

- Review your "Expected Graduation Term." It should list the term in which you intend to graduate. If you are completing a minor, there is a section for that minor on your degree audit.

- Review all sections and each individual requirement on the audit. All blocks and requirements should either have a green check mark indicating that they are completed, or a blue tilde (squiggly line) indicating that it is in progress.

- Check the "Credits Earned toward Graduation," the third line on the right side of the Degree block. You should have at least 120 in this block, including in-progress hours.

- Click on the "General Elective Calculator." The general elective credits remaining should be zero.

- Contact your advisor if you are missing requirements or credit hours, or if you change your schedule, discover an error, plan to delay your graduation, or have questions.

- If you have an I (Incomplete), ER (Error), or NR (Non-recorded) grade listed on your record, contact your instructor.

**Regarding dual degrees, certificates, and minor requirements:**

- If you are earning a dual degree, certificate, or minor, please check with that departmental advisor or representative to confirm completion of those requirements and to complete any applicable paperwork.

- A Minor Completion Form is necessary to insure proper recording of the minor on your official UGA transcript. Please go to your minor department’s main office to obtain a Minor Completion Form with a departmental signature, and submit the form to your Grady advisor ASAP (and definitely before you leave campus at the end of the semester).

**Graduation ceremony information:**

- Grady Convocation information: grady.uga.edu/convocation

- UGA Commencement information: commencement.uga.edu