



## Graduation Checklist for BA Candidates

**Important:** You must be a registered student during the term in which you graduate. Submit all items listed below no later than their respective deadlines. Failure to meet specified deadlines may result in postponement of your graduation.

- **Application for Graduation [2231].** Upon submission, you will be billed for the \$100 Graduation Fee. Email this form to [academic\\_affairs @diu.edu](mailto:academic_affairs@diu.edu) no later than the last day of the 4<sup>th</sup> week of the term in which you will graduate (i.e. mid-February for the Spring term, mid-July for the Summer term, or mid-September for the Fall term). The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. If you find that you will not complete your degree requirements within that year, contact the Dean of Academic Affairs.
- **Graduation Clearance Form [2232].** Email this form, signed by the Librarian and the Business Manager respectively, to [academic\\_affairs @diu.edu](mailto:academic_affairs@diu.edu) by the *last day of the term*. The Exiting Student Questionnaire will be sent to you near the end of the term.