1. Log into myBanner and navigate to “STUDENT” tab and then select “STUDENT RECORDS” menu link.

2. Select “APPLY TO GRADUATE” from the student records menu.

3. Select the current term on this screen to locate the program you are seeking a degree in and SUBMIT.
4. **Click the radio button (circle) by the degree you are seeking and CONTINUE**

**Graduation Date Selection**

*Please select the term in which your degree requirements will be complete. (Note: You will select your participation if you entered graduation date below.)

* indicates required field

**Curriculum**

[ Bachelor of Arts

  **Level:** Undergraduate
  **College:** Col of Community & Public Serv
  **Major:** Criminal Justice

Select Graduation Date

Graduation Date: None

Continue

[ View Transcript ]

5. **From the dropdown menu, select the graduation date for when you will actually complete your degree requirements NOT when you wish to attend commencement. You may earn a GVSU degree in April, August, or December of each year based on when you satisfy the degree criteria. Select accordingly. Candidates are then invited to either the April or December ceremony as indicated below.**

When students seek assistance regarding graduation this is often the biggest issue. To avoid delays, confusion, and unnecessary concern, you MUST apply for the semester where you will actually complete your requirements. Students will only be given 30 days after the semester ends to process any grade changes for Incomplete grades, etc. After 30 days you will need to submit an application for a future semester. If you are not sure what semester you will complete your requirements in, please connect with an advisor in our office to review your degree criteria and create a plan!
6. Indicate if you plan to attend the commencement ceremony (Yes, No, Undecided) and CONTINUE. Note: April and August degree candidates would walk in the April ceremony and December candidates walk in the December ceremony. If you wish to attend a different ceremony than would be normal for your degree contact the records office as indicated.
7. From the dropdown menu select “CURRENT” if you want the name shown with your name and middle initial to be printed on your diploma. If you would prefer your full middle name be printed on the diploma, select “NEW” and CONTINUE.

8. If you selected “NEW” on the last screen, you will be given an opportunity to type in your full middle name to be printed on the diploma. It will need to match the legal documents on file with the university. If there is any special punctuation marks you should fill out a paper application to ensure your diploma is ordered to accurately reflect this.
Select an address on file to mail your diploma to. Please note that it takes 6-12 weeks after the semester to process diplomas and they will not be forwarded like normal mail. They will be returned to the university. Please select a “permanent” address where you can retrieve your diploma such as a parent or guardian if you are currently in a temporary address or are not sure where you will be 12 weeks after the term ends.

10. Review the information on the summary page for accuracy and then “SUBMIT”. Congratulations! You have now applied to graduate and once the application has been processed, the graduation date will appear on your myPath report found in the upper right corner.