

STEPS TO GRADUATION

STEP 1: GRADUATION EVALUATION REQUEST

All undergraduate WCBA students must submit a Graduation Evaluation two semesters prior to the intended graduation term.

To submit a Graduation Evaluation Request:

- Log into your PenguinPortal
- Select "Access My Student Information" under e-Services for Students
- Select "Graduation Evaluation Request" at the bottom of the page.
- Select "Williamson College of Business Administration" from the drop-down menu
- Follow the prompts to complete the form

Once an evaluation has been completed and approved by your Academic Advisor, you will receive an email instructing you to schedule an appointment with your Academic Advisor through HANDSHAKE (accessed through the Penguin Portal). During this appointment, you and your academic advisor will review the evaluation and discuss courses needed to complete your degree requirements. PLEASE NOTE: Graduation Evaluation Request is not the same as applying for graduation.

STEP 2: APPLY TO GRADUATE

Prior to the start of your graduation term, you will receive an email letting you know it is time to "Apply to Graduate". You will [Apply to Graduate](#) through Penguin Portal. Make sure you are aware of [graduation application deadlines](#).

Commencement information can be found at <https://ysu.edu/commencement>