**IMPORTANT GRADUATION INFORMATION**

 ***Summer 2023 REMINDER***

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Congratulations! As you prepare for Summer commencement,

1. Visit the Commencement website for graduation information, deadlines, and updates at the following link: <https://www.famu.edu/students/commencement/index.php>.
2. Be sure to complete the following **mandatory** surveys. **They will become available to you on July 21**. Click on the links or copy and paste into your browser to complete them.

**FAMU Exit Survey**: [www.famu.edu/exitsurvey](http://www.famu.edu/exitsurvey)

**Financial Aid Exit Counseling**: <https://studentaid.gov/exit-counseling/>

**NOTE:** If you received federal aid while attending FAMU, you must complete the Financial Aid Exit Counseling survey; otherwise, you will not receive your diploma.

**Name Card and Honor Cords**: After completing the surveys, pick up your name card and honor cords from your Dean’s Office. Please check the Commencement website (select the “Card, Cord & Pinning Information” link) to see when your department will be distributing its name cards and honor cords. <https://www.famu.edu/students/commencement/index.php>.

1. **Cap and Gown:** Purchase your cap and gown from the Campus Bookstore, **July 21 - August 4,** if you did not pre-order.Pre-ordered caps and gowns will be mailed to your address.

1. Please clear **ALL HOLDS** before you leave. You will need to check with the following offices:
* Student Financial Services
* Student Financial Aid
* Administrative Parking Services
1. CLEAR ALL “**Incomplete**” and “**N**” grades on your transcript. Contact your academic area. This can prevent your degree from being awarded.
2. Check to make sure your **foreign language** and **civic literacy** requirements are satisfied. If you are a Summer 2023 **transient student**, **submit your official transcript** electronically (Attention: Mrs. Sharla Givens, sharla.givens@famu.edu ) **after** the institution has posted the grade.
3. Your final degree audit will begin after grades are posted. Your academic department will notify you via your FAMU email address if there are any problems or if you’ve been denied graduation.

**NOTE:** If you receive notification of a problem with your graduation, please give it your immediate attention.

**DIPLOMAS** will start going out to students who graduated by the end of **September 2023. Diplomas will not be mailed if you have a hold**. Once your hold is cleared, please contact the Registrar’s Office. If you see any of the following holds on your Student Center, they will **not** prevent you from receiving your diploma: *Withdraw from a Course hold*, *Eligible to Apply hold*, and *Candidate for Graduation hold*.

If you have any questions, please contact the Graduation unit of the Registrar’s Office at marquis.stewart@famu.edu or (850) 599-3735.