Candidates for graduation must complete an application for graduation and a degree audit. Students must complete all degree requirements prior to graduation. Commencement is held once a year. The summer 2019, fall 2019 and spring 2020 graduating students are invited to participate in this year’s Commencement Convocation, Monday, May 18, 2020.

Students who file an application for graduation, but fail to complete all graduation requirements as planned, are required to submit a new application for graduation for the term in which they will complete all requirements.

The priority deadline for graduation is March 20, 2020. Only students whose applications have been received by the priority deadline will be given permission to participate in Commencement Activities if they have completed all requirements.

The following checklist will help you in tracking your progress toward commencement:

- Review and verify completion of all degree requirements with your academic advisor.
- Complete your degree audit and application for graduation with your academic adviser/departmental chair.
- Type all information on your application for graduation which can be found at cau.edu under the Office of the University Registrar and then forms.
- Check your CAU student email account regularly, as this is how the Office of the University Registrar will contact you regarding pertinent information concerning graduation activities or information. Please Contact OITC at 404.880.6482 if your email is not working.
- Review your record to assure accuracy of name in BANNER. The way your name is listed on your application is how it will appear on your diploma if its matches what is in BANNER. To make adjustments to your name two forms of legal documentation that support changes must be submitted prior to January 17, 2020.
- Clear your academic record. Incomplete or in-progress grades must be converted to satisfactory grades before your degree will be awarded.
- Check BANNER for any holds on your student account. Contact appropriate office as it relates to the hold.
- Contact the Office of Student Accounts to satisfy all financial obligations to the University, including payment of the $250 Graduation fee. Outstanding debt will prevent your participation in Commencement and will delay release of your diploma and transcript.
- Order your regalia from Herff Jones via cau.edu by March 26, 2020. Link can be found at www.cau.edu.
- Obtain clearance for the Robert W. Woodruff Library: Atlanta University Center.
- Academic Honor cords will be distributed at the Honors and Scholars Convocation.
- Commencement Announcements will be distributed at the Graduation Explosion and in the Office of the University Registrar.
- Contact the Office of Career and Professional Development for assistance with writing and posting your resume. Request schedule of career fairs and corporate/professional interviews.
- Pick up diplomas immediately following the Commencement Convocation. Diplomas not picked up will be available in the office of the University Registrar Monday thru Friday 9am-5pm.
- Check with the Office of Financial Aid to complete an exit interview. This is required for all students who received federal financial aid.
- Plan to participate in the University’s annual Baccalaureate Service on Sunday, May 17, 2020. Baccalaureate is a religious service honoring the graduating class.
- Report to the Bishop Cornelius Henderson Student Center to prepare for the Commencement Ceremony line of march Monday, May 18, 2020 at 6:00 a.m.
- Plan to become active in a local chapter of the Clark Atlanta University Alumni Association.
- Update your mailing address and telephone number in BANNER to receive current and future University information and correspondence.