Graduation Application

This job aid provides students with instructions on how to complete the graduation application, referred to in BisonHub as **Apply for Program Completion**.

Prior to completing the application, students should meet with their advisor to verify all degree requirements have been met.

Students must submit their application by November 15 to ensure it is processed in time for the end of the term. This action also serves as their RSVP for the upcoming commencement ceremony at Howard University.

COMPLETE GRADUATION APPLICATION

After confirming with their advisor that all degree requirements have been met, students should complete the graduation application, referred to as *Apply for Program Completion* in BisonHub.

From the Search at the top of the Home page:

1. Enter and select **Apply for Program Completion**. The *Apply for Program Completion* form displays.

2. The Academic Record and Name details will auto-populate. Verify the name listed is your name. The university will reach out at the end of term to confirm legal name and address.

3. (Optional) Select the checkbox next to RSVP for Commencement to be included in the program for the upcoming Commencement ceremony.

4. Select the checkbox next to the Program of Study to indicate program completion.

   Note: Only a student's eligible primary program of study is available for selection.

5. Students applying for Fall 2024 graduation must edit the **Expected Completion Date** to **12/31/24**.

6. Select the checkbox next to **Confirm**.

7. Click **Submit**, then click **Done**.

The application for program completion has been submitted. The submitted application can be viewed in Archive within a student's My Tasks.

Once the application is submitted, no further action is required by the student. Additional information regarding program completion and graduation activities will be sent from the university.