

Graduation Checklist



Graduation Application

- Students must complete a graduation application for each degree to graduate.
- Ensure all degrees, majors, minors, and concentrations are updated and accurate before submitting.
- Check your unofficial transcript for "Pending (application on file)" under "Degree Awarded" to confirm submission.



Commencement RSVP

- Commencement questionnaires are emailed in late February to students who applied to graduate.
- A completed questionnaire is required to attend commencement.
- If graduating with multiple degrees, submit a separate questionnaire for each degree.



Order Regalia

- Buy and pick up regalia at the Grad Fair (March 25, 10 a.m.–4 p.m., Bulldog Shop).
- Can't make the grad fair? Email Kyle McVay to order at kyle.mcvay@drake.edu before April 24.
- Check the Commencement Curriculum Chart to select the correct curriculum.
- Wear the regalia for your highest degree.
- For two degrees at the same ceremony, wear the tassel of the college/school you plan to sit with.
- Remove regalia from packaging now to let wrinkles smooth out before May.



Commencement

- Spring 2026 Commencement Weekend is May 16-17.
- Check the ceremony notes online for check-in times and locations.
- Review the seating for graduates chart to know where to sit.
- Attach your tassel to your cap/tam to ensure it isn't lost.
- Pick up regalia before Commencement day as there is no on-site distribution.
- Share guest information for any guests attending.
- Order announcements, diploma frames, and gifts through the Bulldog Shop or Herff Jones.



Degree Awarded

- Within 45 days after the semester ends, the college/school must verify students met graduation requirements.
- After verification, the Registrar posts the degree to the student's record.
- Verify your degree posting via your unofficial transcript.



Diploma Sent

- In general, diplomas are mailed 6-8 weeks after a student's work is completed.
- Diplomas are mailed to the address on your graduation application.
- Any student needing to change their diploma mailing address should email registrar@drake.edu; self-service address updates won't affect diploma delivery.
- Diplomas won't be mailed to students with outstanding University obligations.
- Students needing official verification before their diploma arrives can order an official transcript showing degree completion once posted.