

# **REGISTRAR TIMELINE FOR COMMENCEMENT MAY 2025**

- February 1<sup>st</sup> - Certifiers notified by the Office of the Registrar
  - List of May 2025 graduation candidates generated.
  - Pre-certification tutorial is available online and certifiers link provided.
  - Pre-certification process for certifiers begins...
- *Once the academic record is reviewed and pre-certification is submitted, the student will receive an email with the Graduation Application/Commencement Participation instructions.*
- *Any major change, course substitutions and/or waivers **MUST** be submitted during the pre- certification period and **BEFORE** the final certification approval is submitted after grades have been posted to the students' record.*
- February 1<sup>st</sup> - Certifiers names/contact info added to the UB website.
- March 1<sup>st</sup>- Pre-certification approval process by certifiers is due to allow for communication to potential graduates.
- Pre-certifiers must click on the “**NONE**” option for the student to receive a denial email and information on the participation petition process.
- Students are only eligible to participate if they fit the following criteria:
  - Following the Spring 2025 semester, they will have six (6) or fewer credits to complete.
  - The student will be registered for the summer 2025 term to complete those remaining credits within the end of the summer 2025 term.
- Commencement Participation **Petition ONLY if:**
  - A fall 2025 registration has been processed if the required course (s) are not offered during the summer 2025 term.
  - submissions will begin on February 1st, and are due by March 3<sup>rd</sup>, 2025. A decision will be emailed to the students UB email address by March 5<sup>th</sup>, 2025.
- March 1st – March 10<sup>th</sup> – Email notification to approved eligible students begins and completion of the Commencement Participation form takes place.
- March 19<sup>th</sup> – First Draft of Commencement Listing
- April 22<sup>nd</sup> - Commencement Fair
- April 28<sup>th</sup> - Final grades due (May 5<sup>th</sup> CHS Chiro/Acup)
- April 28<sup>th</sup> – Final certification to deadline by the (pre)certifier.
- May 2nd – Final Draft of Commencement Listing

**\*\*\*COMMENCEMENT CEREMONY – SATURDAY, MAY 3, 2025\*\*\***

**Undergraduate Ceremony @ 10:00AM/Graduate Ceremony @ 3:00PM**