Required Process to Graduate

from

OMS Cybersecurity

GT Georgia Tech.

Dear OMS Cybersecurity student,

Will you complete the remainder of your track's curriculum requirements during the upcoming academic term? If so, it's essential to understand that **graduation isn't automatic**.

There's **a deadline to apply to graduate** from the degree program and the Registrar's Office **doesn't grant an extension** when a student misses it.

If you plan to finish your classes next semester *and* you'll meet the curriculum requirements to graduate, **complete the Online Application for Graduation no later than the deadline** stated on Georgia Tech's academic calendar.

The pages that follow explain:

- the audit process that this will trigger
- how you can follow along if you would like to do so

If you aren't sure whether you will meet all the graduation requirements by the end of that term, check your DegreeWorks degree audit. Feel free to contact us if you still have questions after doing so.

All the best,

Jennifer, Shea, Don-Fiona and O'Torria
OMS Cybersecurity Student Services Team
Contact us

The Required Process to Graduate

To graduate from Georgia Tech, a student must first apply for graduation by the stated deadline. To figure out the specific date for any term, look for the "graduation window" due date that appears on the academic calendar. Our Student Services team also communicates these application deadlines via email.

For instructions on how to apply, please watch this how to submit an Online Application for Graduation (OAG) video on the Registrar's website.

Once you submit your OAG form for graduate students, your application will undergo audits by an academic advisor and the Registrar's Office to ensure you meet all the criteria to graduate.
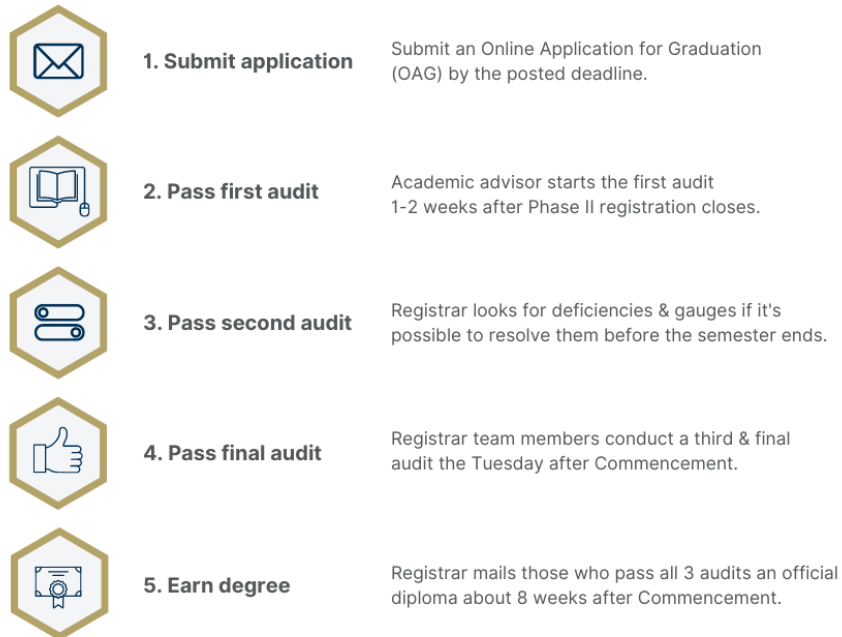
Three audits are necessary because a student's status can change during the semester due to course drops, course withdrawals, low grades that pull an overall GPA below the required minimum, and other scenarios.

Audit timeline

Here's a breakdown of this process:

- The **first graduation audit**, by an academic advisor, starts 1-2 weeks after Phase II registration closes.

    - **After you apply to graduate**, our advisory team will conduct your first **degree audit** via DegreeWorks. Once complete, the Registrar's Office does two more audits to ensure you meet every graduation requirement.

    - **If a course you took doesn't appear in the correct category in DegreeWorks, please email us.** We'll review and update your record so that the system is accurate. We will also let you know if there's an issue.

- The Registrar's Office begins a **second audit** as soon as the first one is complete. Generally speaking, the second audit starts 3-4 weeks after Phase II registration closes (or Phase I registration if it is summer term.) *If, after this audit, there are deficiencies on your account that you won't be able to resolve by the end of the semester, you will be inactivated as a degree candidate and required to apply again for the next term.*

- The Registrar also conducts a **third and final audit** the Tuesday following Commencement. *If a student has an incomplete final course, fails a final course, or doesn't earn a high enough grade to meet GPA requirements, it does not impact the Commencement ceremony; however, it does impact receiving a degree and requires reconciliation (repeating the course, completing an incomplete, etc.)*

- Those who pass all three audits receive official degrees.

Required Process to Graduate

✉	**1. Submit application**	Submit an Online Application for Graduation (OAG) by the posted deadline.
📖	**2. Pass first audit**	Academic advisor starts the first audit 1-2 weeks after Phase II registration closes.
⚙	**3. Pass second audit**	Registrar looks for deficiencies & gauges if it's possible to resolve them before the semester ends.
👍	**4. Pass final audit**	Registrar team members conduct a third & final audit the Tuesday after Commencement.
🎓	**5. Earn degree**	Registrar mails those who pass all 3 audits an official diploma about 8 weeks after Commencement.

Getting updates on your audit

To follow your graduation audit process after you submit an OAG form, simply log in to DegreeWorks. DegreeWorks will show that you have an application on file.

- Near the top of your audit, under a section titled Student View, you will see a field called Graduation Status. The text that appears in that field is your current degree status.

- Below that is a notes section where the Registrar team can type details regarding specific items or issues. Often, graduate students have "multiple deficiencies," as you see in this screenshot.

Graduation Status	Multiple Deficiencies

If you have multiple deficiencies on your student account, scroll to the bottom of your degree audit to see which specific deficiencies constitute your "multiple deficiencies" status.

Notes

DC FIRST AUDIT: Lacks Thesis, Must Petition to the Faculty for a Waiver of the Full-Time Enrollment Rule

Your status will change throughout the semester, depending on updates, grade and registration changes, etc. Check it periodically and contact our Student Services Team if you have questions. Also, please look at the bottom of your audit in case the Student Services or Degree Certification teams have added any notes.

Commencement

It's important to know the difference between graduation and commencement. One way to think about it is that **the Graduation Application triggers various steps to change your status within the Institute** from an enrolled student to a graduate, whereas commencement is an event to celebrate the completion of your degree.

If you are planning to participate in the commencement ceremony, **you will need to complete** a separate application for that.

Your Diploma

Once you complete your graduation application and your degree is conferred, or finalized, **the Registrar's Office will partner with a printing company to print and mail your diploma**. (Typically, the printer will mail your diploma 6-8 weeks after conferral.)

Students don't request their own degrees from the printing company. The Registrar places each diploma order and works with the printing company's staff to ensure they fulfill that order.

Diploma orders for international students

If you have an international address, **you *must* provide an international phone number before the Registrar will order your diploma**. If the Registrar doesn't have an international phone number for you, they will send you a final reminder via email and order your diploma once you respond to them. *If you do not respond to that email, the Registrar will not order your diploma.*

Email from the printing company

Once the printing company (called Parchment) creates your diploma, they will send a message to your Georgia Tech email account with an electronic copy of it, as well as a tracking number for your printed diploma. **If your mailing address has changed from what you wrote on your graduation application, you will have three days to notify the printing company**.

Troubleshooting delays

To avoid delays, follow *all* directions and read *all* your Georgia Tech emails carefully, especially if the printing company needs to mail your diploma internationally.

If your diploma does not arrive after eight weeks, please contact the Registrar via this email address: comments@registrar.gatech.edu. Do not contact the printing company; the Registrar will review the issue and contact the printer on your behalf, if needed.

How to obtain your transcript

Transcripts aren't mailed with diplomas; however, you can order an electronic transcript, or request that a copy be mailed to you, by following these steps. This transcript-request process is **easier when your Georgia Tech email account is still active**, so please order yours once the Registrar verifies your degree.

Final grades are due today, so the Registrar is working this week to confirm new graduates' degrees. Once our team receives word that this process is complete, we'll send you another message as a heads up.

Diminishing access to Tech's OIT services

Georgia Tech's account resources are intended for current students, faculty and staff. Therefore, once you become an official graduate of the Institute, your access starts to change with many (but not all) services through the Office of Information Technology.

For example, your Georgia Tech account and password will remain active, so you can use systems, like Passport, BuzzPort and Canvas. However, you'll start receiving email notifications that you're about to lose access to OIT services, such as:

- LAWN (Georgia Tech's wireless network)
- Prism (2 GB cloud storage on the Institute's servers)
- Office 365 Exchange Online (e.g., using mail.gatech.edu, syncing your Georgia Tech email account to your phone or Outlook)
- other Office 365 services

For more information regarding these and other OIT services, please go to the Security & Identity section of the **IT Self-Service Knowledge Base**, which contains helpful posts like these:

- What GT services or resources will I still have access to once I graduate / leave Tech?

- What happens after I leave Tech?

We realize this is a lot of information; however, the details and distinctions are important. Plus, none of this will happen unless you submit your **Online Application for Graduation** within the published window (or permissible period of time). Therefore, please don't miss that deadline.

As always, if you have questions or concerns, attend our advisor office hours (2-3 p.m. each Thursday) or complete the academic support form. We are here for you.