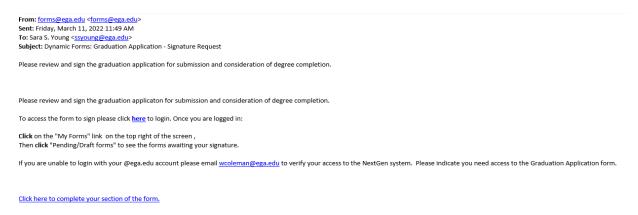
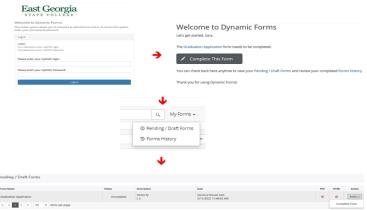
Online Graduation Application Submission (Dept. Chair)

The graduation application is now an online process for students and Department Chairs. Students are no longer required to complete the paper graduation form. After a consultation with advisees, Advisors/ Student Success Coaches should direct students to complete the Student portion of the graduation application if they are nearing degree completion. The designated Department Chair will review the degreeworks audit for accuracy and completion and then will sign off on the graduation application form.

1. Department Chairs will receive an email from *Forms@ega.edu* once the student has submitted the graduation application. Please be sure you give attention to this email. Department Chairs will need to click the link in the email to be taken to dynamic forms.



- 2. You will need to enter your EGSC credentials to log into the site.
- 3. After you have logged in, go to "My Forms" at the top of the page and click on "Pending /Draft Forms".



- 4. Click the link to review the student's Degreeworks (you will need to key in the student's ID number to see the audit).
- 5. After you have reviewed the degreeworks audit, in the "For Academic Chair Only" section, please select the completion status of the student to indicate rather they have or have not met their requirements.
- 6. Click to confirm that you have reviewed the degree audit in the signature field; sign and date the form.
- 7. You may add any additional comments to the application, however, it is not required.

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	Click here for Degreeworks
For Academic Chair Only:	
I have reviewed the student's degree audit (Please select status):	
Student will have completed all requirements, pending registration for the upcoming term.	
Student has met all degree requirements for their program and is ready to graduate.	
Student has not met all requirements and is not ready for degree completion.	
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Dept. Chair Initials:	
Comments:	
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- 8. Click Submit Form. The completed form will then be routed to the Registrar's Office for processing.
- 9. Once the electronic signature is complete, click "Submit Form" button at the bottom of the application. The form will be routed to the Registrar's office for processing.

Thank you! Your form has been submitted.

☑ View Form PDF

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

*Department Chairs may download a PDF copy of their application for their records.

For questions, please contact the registrar's office at (478)-289-2014 or graduation@ega.edu.