Applying for Graduation

You can now use myNKU on a computer, phone, or tablet to apply for graduation.

Log in to myNKU, and select “Apply for Graduation”.

The top of the page will display the address the diploma will be mailed to. This can be changed by clicking “Update”.

Enter a new address, and click “Diploma Address” to change where the diploma will be mailed. This can be different from your Current or Permanent Address.

Questions?
Contact the IT Help Desk at https://inside.nku.edu/it/help.html or (859) 572-6911.

Updated: 2/7/2022
You will see the list of degrees you are ready to apply for. For Undergraduate degrees, you must meet the credit hour minimum; for Graduate degrees, you must meet the GPA requirement. Eligible degrees will be marked as “Ready to Apply”.

Click a degree to apply for graduation. There are several key pieces of information here:

- **Diploma Name**: the name that will appear on your diploma. Click and type to change.
- **Graduation Term**: the term you will graduate. You will see the fee associated with each term. This amount will be added to your account in myNKU.
- **Do you intend to Complete Coursework before End of Semester?**: This will typically be “No, I will finish at end of term”. However, if you will finish before the end of the semester, such as with accelerated coursework, you can select it here.

You will also see your Minor(s) and/or Specializations at the bottom of the screen. Check the box to agree to the graduation fee, then click “Submit”.

Questions?
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This will return you to the main screen, where you will see “Graduate Candidate” by the appropriate degree.

A few things to note:

- If you apply for more than one degree in a term, you will only be charged once.
- After you apply for a degree, you can still change the “Diploma Name”. Simply click the degree and follow the earlier steps. If you have applied for multiple degrees, you will have to change the name for each degree.

Withdrawning a Graduation Application

If you need to withdraw your graduation application, simply click the degree and find the “Withdraw” button. Click “OK” on the next window to confirm.

You will then receive an email confirmation from registrar3@nku.edu, and your account will be credited the application fee if you will not be graduating that semester.

After withdrawing, the application will then show a status of “Graduation Withdrawn”.

Questions?
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Additional Withdraw Information

- If a student that applies for more than one program of study, then withdraws a portion of the applications, their fee will not be refunded.

  Example: I applied in Summer 2021 for a BA and a CER and am charged $50. If I decide to withdraw the BA but still plan to earn the CER, the $50 will not be refunded, as there is still an active application for the summer 2021 term.

- Students can only apply and withdraw once per semester. If you withdraw, then want to re-apply for the same term, contact the Office of the Registrar for assistance.

Questions?
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