Dear Pace student,

Congratulations! Based on the number of credit hours that you have completed, **you may be a candidate for December 2023 graduation with the Class of 2024**.

All December 2023 candidates must file an Application for Graduation and Diploma by October 13, 2023. On the application you wil provide information including:

- Verification of how your legal name should be displayed on your diploma and in the May 2024 Commencement program
- Graduation date
- Degree program information
- Diploma mailing address

You can check the status of your Graduation Application from your Pace Portal account. Access your student profile and select the term from the top left corner of the screen. You will find "Graduation Information" under your academic information. Click on the "Active" link to view the status of your graduation application. If your graduation status does not state pending, is blank or inactive, or you need other assistance, please submit a Helpdesk inquiry to the Office of the Registrar. All questions about your degree eligibility and course credits must be directed to your **Academic Advisor**. Visit your college or school advising website.

Additionally, if the name you would like on your diploma does not match your legal name as it appears on your Pace records, contact the Office of the Registrar and complete the General Change form, which can be found at the Registrar Forms webpage.

Please note: The Application for Graduation does **NOT** secure your participation in the May 2024 Commencement ceremony. All information about the Commencement Ceremony, including how to register and request tickets, will be provided separately via your Pace email.

Best wishes to all candidates!

Sincerely,

The Office of the Registrar
www.pace.edu/registrar