



Graduation Application

Apply or View Application Status

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This document provides instructions for a student to apply for graduation, change the expected graduation term, or update a degree name via the “Graduation Application & Status” card on the RamPortal home page. Additional links for Commencement Information, Graduation Timeline and Graduation Requirements Policy can be found on this card as well.

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NAVIGATION

- Log in to RamPortal at ramportal.wcupa.edu.
- Locate the “Graduation Application & Status” card on your RamPortal homepage. Please note, the card title may be abbreviated, depending on the size of your screen.

A screenshot of a web card titled "Graduation Application & Status". The card displays the user's degree name as "BS" and "Public Health", and the graduation status as "Fall 2024". Below this information, there are two links: "Apply to Graduate" with a graduation cap icon and "Update Degree Name" with a pencil icon. A note states: "If you need to select another grad term, or missed the deadline to apply, you must email registrar@wcupa.edu." At the bottom, there is a dropdown menu labeled "Useful Links" with a downward arrow icon.

- The following Useful Links are also available on the bottom of the card via the “Useful Links” dropdown.

Graduation Application & Status

^ Useful Links

[Commencement Information](#)


[Graduation Timeline](#)

[Graduation Requirements Policy](#)

APPLY TO GRADUATE

- Click the “Apply to Graduate” link.


Graduation

 Apply to Graduate

- On the Graduation Application page, be sure to read the blue text thoroughly:
 - **Confirm the curriculum listed accurately reflects your current curriculum; if not and contact the Registrar’s Office before proceeding with the application.**

Curriculum Selection

Student / Graduation Application

 Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

- **If you have multiple programs for which you are applying, please apply for one and then repeat the process for subsequent applications.**
- If the curriculum is correct, click the circle next to the degree, then click “Continue”.

Primary Degree

BS in Nursing

Level

Undergraduate 2nd
Career


Major

Nursing: RN-to-BSN

Continue

- Click the upside-down carrot (^) in the Primary Degree box to view level and major information.


Graduation Date Selection

Primary Degree		
BS in Nursing		
Level	Major	
Undergraduate 2nd Career	Nursing: RN-to-BSN	

- Select a Graduation Date from the dropdown in the Graduation Ceremony Attendance box, then click “Continue”.

Graduation Ceremony Attendance

Graduation Date *

Select 

Term: Spring 2025

Term: Summer 2025

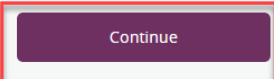
- Click a choice for the ceremony attendance question, then click “Continue”.

Will you attend the ceremony?

Yes


No

Undecided

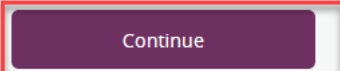
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- Choose a payment method, then click “Continue”.

Payment Method *

Select 

Graduation Fee (Undergrad) \$99.00 Undergrad Grad App Fee

Back 

- Review the Graduation Application Summary page. If the information is accurate, click “Submit Request”. If it is inaccurate, click “Back” to make any changes.

Graduation Application Summary

Graduation Date

Term
Spring 2025

Ceremony

Attend Ceremony
Undecided

Curriculum

Select Program You Are Completing:

Bachelor of Science

Level	Program	Major	Minor
Undergraduate	BS Biology	Biology	Applied Statistics

Graduation Charges

Fee	Payment Method
\$99.00	Undergrad Grad App Fee

[Back](#) [Submit Request](#)

- Finally, review the Acknowledgement. To return to the RamPortal Home page, click “Home | RamPortal” on the top left of the page.

Home | RamPortal

Graduation Application

Student / Graduation Application

Acknowledgement

Thank you for submitting your intent to graduate form. This submission will include you in our communications about commencement and tickets for your chosen graduation term.

Degree Name: Student's preferred name will be printed on the diploma, in the commencement program, and displayed on the screen at commencement if one is on file. If student's do not have a preferred name, primary name will be used. If you choose to have a different name used for your degree, update you "Degree Name" in RamPortal.

Credit Requirement: As a reminder, all students are required to have a minimum of **120** adjusted credits to graduate from West Chester University. Some degree programs require additional credits. At this time you have 120 credits earned. Please check with your major advisor for the total number of credits required for your degree.

Changing Graduation Term: Once you have submitted this application, you cannot change your graduation term in RamPortal. Please reach out to the Registrar's Office for assistance.

Commencement Information: Details about commencement are in the semester the ceremony will occur. Please check the Commencement website for details.

CHANGE EXPECTED GRADUATION TERM

- To request a change to your expected graduation term, students must email registrar@wcupa.edu. There is no limit to how many times a student can change their expected graduation term, and the application fee is only charged once.
- Reminder:** *Changing your expected graduation date may impact your participation in Commencement. Spring and Summer graduates participate together in May, while Fall and Winter graduates participate together in December.*

UPDATE DEGREE NAME

- To update the name on your degree, click the "Update Degree Name" link on the Graduation Application and Status card.

Graduation Application & Status

Degree Name: [REDACTED]

Graduation Status

BS Public Health

[Apply to Graduate](#)

[Update Degree Name](#)

If you need to select another grad term

- You will then be able to change your First Name, Middle name or suffix. Then, click "Save".

Update Degree Name

First Name * 0 / 60

Middle Name 0 / 60

Last Name
[REDACTED]

Suffix ▼

- Once the changes are saved, you will return to the RamPortal Home screen where the changes will be reflected on the Graduation Application & Status card.

Graduation Application & Stat... ⋮ 📖

Degree Name: Ramuel [REDACTED] Jr

Graduation Status

No applications on file