Applying to Graduate: Student Guide (2025-26)

For students nearing the end of their studies and are ready to apply to graduate from Saint Mary's University.

Contents

World without limits.

Important Dates

Graduation Application Periods/Deadlines:

If you will be complete your studies by the end of the:

- **September-December semester**: apply for **Winter** graduation
  - o Applications are open **October 15 to November 30**.
    Note: *Ceremonies for Winter graduates will be held during Spring Convocation Week in May*
- **January-April semester**: apply for **Spring** graduation
  - o Applications are open **February 1 to March 15**
- **May-June or July-August semesters**: apply for **Fall** graduation
  - o Applications are open **June 1 to July 15**.

Please ensure you follow the instructions in this document and apply on time through Self Service Banner during the periods listed above. **Late applications will only be considered under extenuating circumstances.**

Letter of Permission:

Students taking a course on letter of permission during their final semester of study should be aware of the deadlines below. These dates are when official transcripts are due to be received to **academic.operations@smu.ca** from the host University in time for graduation, preferably via MyCreds:

- **Winter Graduation**: January 15
- **Spring Graduation**: May 1
- **Fall Graduation**: September 15

Students that do not meet these deadlines may be removed from the graduation list and asked to re-apply to graduate during the next graduation period available (ex. If you miss the letter of permission transcript due-date for Spring graduation, you will need to re-apply for Fall graduation during the dates of June 1 – July 15).

FGSR Students:

Students in thesis-based programs will be required to successfully defend their thesis by the dates below, otherwise, they will need to apply to graduate during the next period available:

- **Winter Graduation**: January 1
- **Spring Graduation**: May 1
- **Fall Graduation**: September 1

Please contact the **Faculty of Graduate Studies & Research** if you have any questions.

Withdrawing from Graduation:

Students who wish to withdraw their application to graduate and return to active student status must complete the **Withdrawal for Graduation form** by the dates indicated below:

- **Winter Graduation**: January 15
- **Spring Graduation**: May 1
- **Fall Graduation**: September 15

Additional Information

Contact Information:

Direct any inquiries related to graduation and convocation to: **academic.operations@smu.ca**

Convocation Ceremony Details:

Current ceremony information can be found on our website as available:
https://www.smu.ca/graduation/index.html

Ceremonies for Winter and Spring graduates are held in May. Ceremonies for Fall graduates are held in November.

Academic Regalia:

In preparation for this special celebration, you will be ordering your academic regalia (robe, hood, and cap, if applicable) from our regalia provider, **Harcourts**. Through their online portal, you can order the regalia specific to you and your program for pick-up on campus the day before your ceremony. Further information will be sent to your SMU email account after you apply to graduate.

Graduating in Absentia:

If you are unable to attend the convocation ceremony, please complete a **Graduate in Absentia form** to let us know how you would like to receive your degree parchment.

Guest Invitations:

Each graduate is guaranteed two invitations to distribute to guests for their designated ceremony. Extra invitations are available upon request (with capacity limitations). Please visit our website for **more information**. An overflow room will be available on-campus for guests that did not receive invitations.

The ceremony will be live streamed on the **SMU Website** and **Facebook Page.** All convocation ceremonies will be archived to **our website** shortly after the ceremony concludes.

Ceremony Location:

Convocation is held in the **McNally Theatre Auditorium**. Graduates should arrive in the Loyola Conference Hall (LA 290) **an hour before the ceremony start time.** Doors open for guests in McNally an hour before the ceremony.

Ceremony Length:

Each convocation ceremony is typically an hour and a half to two hours in length.

Accessibility:

Please visit **our website** for more information and contact **academic.operations@smu.ca** if you or your guests require assistance or accommodation.

Parking

Parking is free anywhere on-campus during convocation ceremony days.

Photography/Graduation Portraits:

Calnen Photography will be set-up on-campus before and after convocation ceremonies. A link to their booking webpage will be emailed to all students that apply to graduate.

Graduation Frames/Rings:

Visit the SMU Bookstore website to find more information on how to purchase a Graduation Frame or Ring: **Home - SMU Bookstore**

SMU Email Correspondences:

Emails related to graduation and convocation will be sent to SMU email accounts. Please ensure that you are checking your SMU account on a regular basis to ensure that you do not miss any important deadlines, such as ordering your academic regalia rental for your ceremony.

Degree Works:

It is the responsibility of the student to maintain graduation requirements as your degree will not be audited until you apply for graduation. Students should monitor their program progression through **Degree Works**.

Graduation Audits & Potential Graduate Letters:

Graduation audits will take place at the end of every term when all final grades are considered final. Students can expect to receive confirmation on their Graduation Status **10-business days**

after the final exam period ends. Students can expect to receive an email to their SMU email address once their file for graduation has been completed and they are eligible to request a Potential Graduate letter. Individual requests for early completion cannot be accommodated.

Potential Graduate Letter Instructions:

Note: If you request a Potential Graduate letter before your graduation application has been audited, your request will not go through properly. You will need to re-submit your request after receiving an email to your SMU account advising that you have successfully met all requirements for graduation.

Log into Self Service Banner > Student > Student Landing Page > Student Profile > Confirmation of Enrolment Request

- **Term**: Select the most recent term
- **Verification Type**: Select Potential Graduate Letter
- **Number of Copies**: 1

Click **continue**. A PDF letter will be emailed to you the following business day if you are eligible to receive it (i.e. after receiving your graduation status audit email).

Confirmation Letter Request

Term *

January - April 2026

Verification Type *

Potential Graduate Letter

Number Of Copies *

1

Continue

Invitation/Applied to Graduate Letter:

After you apply to graduate, you will be eligible to request an "**Applied to Graduate Letter**" This is used to invite friends and family members from outside of Canada to a convocation ceremony, students will need to request an Applied to Graduate Letter from the Service Centre by emailing **service.centre@smu.ca**

Academic Advising:

If you have any questions about your program requirements, please contact an **Academic Advisor** for further assistance.

International Student Centre:

The **International Student Centre** can assist with visa and study permit advising. Please contact the ISC directly if you have any questions: **international.centre@smu.ca**

Academic Regulations:

The Academic Regulation related to Convocation and Academic Records can be found in the Academic Calendar.

- Undergraduate (**Regulation #23**)
- Graduate (**Regulation #34**)

Account Balance:

Students whose accounts with either, or both of, Financial Services or the Library Systems are in arrears, will be denied the right to graduate or convocate until the debt is paid in full. Please contact **service.centre@smu.ca** if you have any questions.

Convocation Awards:

Students are automatically considered for all convocation awards, except for the Edna and Velma Thomas Kane Writers Award, the Mary Ann and Edward J. McBride Law Prize, and the John and Heather Fitzpatrick Valedictorian Award.

To learn more about convocation awards, please visit **our website.**

Valedictorian Competition:

Students interested in applying to be class valedictorian can visit **our website** for current information.

Graduation Application Instructions

Please follow the instructions below to apply to graduate after reading the important information section. If you have any questions throughout the application process, do not hesitate to contact: **academic.operations@smu.ca**

You will need to be apply to log-in to Self Service Banner to complete the graduation application. Please contact **EIT** if you are unable to access your account: **helpdesk@smu.ca**

Access Self-Service Banner

You can find the new Application to Graduate in Self Service Banner. Follow the instructions below to access the application form:

1. Log in to **Self Service Banner**.

2. Click on the three lines on the top left to expand the dashboard.
   Choose **Applications** from the given options.

3. Select the **"Banner Self-Service"** tab, then select the following tab sequence: Student Information > Student Landing Page > Student Profile > Application to Graduate.

4. Complete and submit the online application form.

Step 1 Questions

Important Note: Step 1 questions can be completed anytime, but the Step 2 questions can only be completed during the designated application periods. Your graduation application will **not** be successfully submitted until both sections have been completed.

If you miss a Step 2 application window you will need to wait until the next available window.

Email Address:

Please provide a personal (Gmail, outlook, etc.) for after graduation communication. Your SMU e-mail will be used for graduation correspondence. If you encounter an error message, please clear your browser cache and try to submit the information again.

Email Address * [   ]

Hometown Information:

Please enter the information that represents where you are from the best. Examples:

Home Town/City *	Dartmouth
Country *	CANADA
Province (Canada only)	NOVA SCOTIA

Home Town/City *	Delhi
Country *	INDIA
Province (Canada only)	NOT APPLICABLE

Parchment Language:

Please choose if you would like your certificate/diploma/degree parchment(s) printed in English or Mi'kmaw. The name of your program and any earned distinctions (Honours, Co-op) will be printed in English regardless of the option you choose:

○ English
○ Mi'kmaw

Click next to move to the next screen

Anticipated Plans after Graduation:

Please select one of the options below that best describes your anticipated plans after graduation and click "next". There may be follow-up questions related to your choice:

Select One *

○ Continuing or Completing another undergraduate university degree
○ College Program
○ Post-graduate college program
○ Masters/PhD/Professional school programs (e.g. Medical School, Pharmacy, Law, Dentistry, etc.)
○ Pursuing professional designation (e.g. CPA, PEng etc.)
○ Pursuing an Apprenticeship/Trade
○ Entrepreneurship/Start a business
○ Gap year/travel/volunteer opportunities
○ Internship/Practicum
○ Full-time employment
○ Part-time employment
○ Other

NEXT

Click submit once you respond to any follow-up questions to complete your pre-application.

Step 2 Questions

- ***Dual Programs:***
  - o If you are graduating from **two programs** at the same time (for example, a Bachelor of Commerce and Certificate of Human Resource Management) you will need to complete the steps below for each program you are completing.
  - o If you forget to submit an application for your second program and the application period has closed, please contact **academic.operations@smu.ca** as soon as possible for further assistance.
- ***Changes to your academic record after applying:***
  - o If you change your program after submitting your application to graduate (ex. Add a minor, change your major, add a certificate, etc.), please notify **academic.operations@smu.ca.**

Take note of the application periods and ensure that you apply on time. Click "**Graduation Application**" to proceed.

Term:

Select the most current term available:

Current Program:

Review the information and ensure that everything is correct. If any of your program information needs to be adjusted, please contact your **academic advisor** and complete any necessary paperwork to declare a major/minor, etc. before you apply.

If the information is correct, select your current program and click continue to **proceed**:
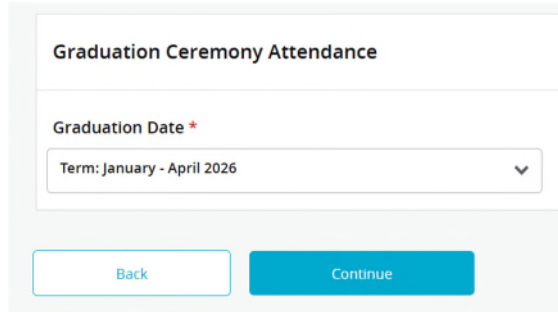
Graduation Ceremony Attendance:

Select the only **graduation date** option available and click **continue**. Note, that you will still need to complete an **Absentia Form** if you are unable to attend your convocation ceremony.
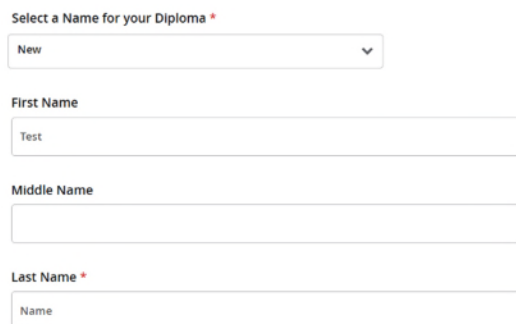
Graduation Ceremony Attendance

Graduation Date *

Term: January - April 2026

Back   Continue

Diploma Name Section:

Select a name to be printed on your diploma. You can modify the first, middle, and last name, if required; however, it is strongly recommended that your diploma name matches your student record for legal purposes.

If your student record name is incorrect, complete a **Change of Personal Information form**.

Select a Name for your Diploma *

New

First Name

Test

Middle Name

Last Name *

Name

Click **continue** to proceed to the next page.

Graduation Summary:

Review information and click submit request. Your application will be sent to the Academic Operations Office after you click submit.

Note: A reminder to **repeat the application process** if you are applying to graduate from **more than one program** at the same time. If you are graduating from the joint **"Bachelor of Science with a Diploma in Engineering program"**, you only need to complete the application once.

Acknowledgement:

You will receive an acknowledgement on the final page when your application has been successfully submitted.

Acknowledgement

Your graduation application has been submitted.

Next Steps:

The Academic Operations Office will conduct audits at the end of every term when all final grades are considered final. Students can expect to receive confirmation on their Graduation Status **10-business days after the final exam period ends and** will receive an email to their SMU account once the audit has been completed.

Students who have successfully met all requirements will be able to request a Potential Graduate letter at that time.

Any students removed from the graduation list will be required to re-apply for a subsequent graduation during the **periods identified**.

Please do not hesitate to contact **academic.operations@smu.ca** if you have any questions.