

Submitting a Late Graduation Application Advisors

Advisors may submit a request for a credit overload on behalf of their student by completing the [Advisor Initiated Late Graduation Application form](#). Review the [Student Guide](#) for more details. The form will override any current restrictions such as holds, previous term registration and grades, GPA requirements, etc. Notification will be sent to the student at the beginning and end of the process.

1. Sign in with your Mason credentials

Enter the student's G# and click LOOKUP.

* **Student Banner Id:**

2. Review the student's information

Preliminary eligibility is checked and displayed on the screen. This is all bypassed through the Advisor Initiated LGA form. Click CONTINUE to move forward to the form.

3. Select the graduation term

Only eligible terms will display. If a deadline has passed, the drop down will be blank.

4. Fill out form

Review the [Student Guide](#) for more details. Advisors will need the following to fill out the form:

- Curriculum
- Diploma Name
- Diploma Mailing Address

5. Sign and Submit

Review your submission and either click CONFIRM to move forward or PREVIOUS to make any changes. Sign and submit the form.

6. Confirmation Email

The student's assigned Major/Graduate Advisor will receive an email with the details of the request and a link to the form. At the end of the approval process, the student will receive the decision by email.