

GRADUATION CHECKLIST

Are you on Track to Graduate?

The School of Graduate Studies must certify that all requirements for graduation have been satisfied before your degree can be officially awarded. It is your responsibility to determine that all requirements for the degree have been met.

Please review the following list to determine that the requirements **pertaining to your program** have been fulfilled.

CHECKLIST FOR ALL GRADUATE STUDENTS

- Be sure that all the courses on your Approved Program Form were completed within the seven-year time limit for completion of the program.
- Print your transcript online. Check your transcript to determine that all completed course work is included. If transfer credits do not appear on your transcript and they have been approved as a part of your official program, contact the School of Graduate Studies at once.
- Complete all courses on your Approved Program of Study Form. **ALL COURSE CHANGES MUST BE APPROVED BY PETITION:** verbal approval by your adviser is **not** sufficient. Forms are available online on the [student forms page](#) or in the School of Graduate Studies, room AS-121
- All incompletes must be completed and grades submitted by the instructor. Remind your professor to submit a grade change for all incompletes or IP grades. This includes field studies, theses, creative works, and starred papers. Check your transcript to determine if the necessary changes have been made.
- A 3.0 grade point average in the major, the total program, and overall graduate courses attempted must be recorded on your transcript. A 3.25 grade point average is required for the Specialist degree in Educational Administration and Leadership. Students who have not achieved the required grade point average are not eligible to take either the oral or written final examinations.
- A grade of C- or lower or a grade of "U" cannot be used toward a graduate program.
- Fulfill the residence requirement. Candidates for the specialist degree and master's degree must earn a minimum of 20 semester hours in on-campus classes (day and night combined).
 - Courses offered at graduate study centers or through cohort groups established by the University are considered on-campus credit.
 - Established ITV and web-based programs are also considered on-campus credit.
 - Individual departments may establish residence policies requiring a period of full-time study. Students should consult with their adviser to determine specific departmental requirements
- Some departments require a final written comprehensive examination for Plans A, B, or C. Check with your adviser.

ADDITIONAL CHECKLIST FOR PLAN A: FIELD STUDY AND THESIS

- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request form](#) to the School of Graduate Studies **a minimum of two weeks prior** to the preliminary or final oral conference to allow for the paperwork to be prepared.
- One complete copy of your work must be submitted to the School of Graduate Studies for format review prior to submission for binding. This is not a **final** copy. The field study or thesis must be formatted according to the School of Graduate Studies Thesis guide.
- After approval by your committee and the format reviewer, submit a minimum of three **final** copies of your field study or thesis **by the appropriate deadline**.
 - Signatures of committee members are required on each approval page.
 - The thesis or field study is then registered in the School of Graduate Studies for binding and fee payment.
 - If the student desires a bound copy of the field study or thesis, one additional copy must be submitted to the School of Graduate Studies.
 - Two additional signed copies of the abstract are required for further distribution by the School of Graduate Studies.
 - An abstract **IS** required for field study and thesis.
- All final copies must be submitted on 100% cotton paper for binding.

- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. Please make check payable to St. Cloud State University. Submit payment to the School of Graduate Studies. If you wish to use a credit card you must contact Ann E. Anderson at 320.308.2114 or aeanderson@stcloudstate.edu to enter charges before payment can be made.
- Remind your adviser to submit a grade/change of grade for the field study/thesis. A mark of "S" is recorded for an approved field study or theses.

ADDITIONAL CHECKLIST FOR PLAN A: CREATIVE WORK

- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request form](#) to the School of Graduate Studies **a minimum of two weeks prior** to the preliminary or final oral conference to allow for the paperwork to be prepared.
- One complete copy of your work must be submitted to the School of Graduate Studies for format review prior to submission for binding. This is not a **final** copy. The creative work must be formatted according to the School of Graduate Studies Creative Work guide.
- After your final oral, submit a minimum of three **final** copies of your creative work **by the appropriate deadline**.
 - Signatures of committee members are required on each approval page.
 - The creative work is then registered in the School of Graduate Studies for binding and fee paid.
 - If the student desires a bound copy of the creative work, one additional copy must be submitted to the School of Graduate Studies.
 - **No** abstract is required.
- All final copies must be submitted on 100% cotton paper for binding.
- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. Please make checks payable to St. Cloud State University. Submit payment to the School of Graduate Studies. If you wish to use a credit card you must contact Ann E. Anderson at 320.308.2114 or aeanderson@stcloudstate.edu to enter charges before payment can be made.
- Remind your adviser to submit a grade/change of grade for the creative work. A mark of "S" is recorded for an approved creative work.

ADDITIONAL CHECKLIST FOR PLAN B: STARRED PAPER

- It is the student's responsibility to schedule the Final Oral Examination with the committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request form](#) to the School of Graduate Studies **a minimum of two weeks prior** to the preliminary or final oral to allow for the paperwork to be prepared.
- One complete copy of your work must be submitted to the School of Graduate Studies for format review prior to submission for binding. This is not a **final** copy. The starred paper must be formatted according to the School of Graduate Studies Starred Paper guide.
- After your final oral, submit a minimum of three **final** copies of your starred paper **by the appropriate deadline**.
 - Signatures of committee members are required on each approval page.
 - The starred paper is then registered in the School of Graduate Studies.
 - If the student desires a bound copy of the starred paper, one additional copy must be submitted to the School of Graduate Studies.
 - **No** abstract is required.
- All final copies must be submitted on 100% cotton paper for binding.
- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. Please make checks payable to St. Cloud State University. Submit payment to the School of Graduate Studies. If you wish to use a credit card you must contact Ann E. Anderson at 320.308.2114 or aeanderson@stcloudstate.edu to enter charges before payment can be made.
- Remind your adviser to submit a grade/change of grade for the dissertation. A mark of "S" is recorded for an approved starred paper.

ADDITIONAL CHECKLIST FOR PLAN B: WRITTEN COMPREHENSIVE EXAMINATION

- **During the first week of the semester you plan to graduate**, arrange with your adviser to complete the final written comprehensive examination. The adviser will notify the School of Graduate Studies whether you pass or fail and will submit your examination to the School of Graduate Studies.

ADDITIONAL CHECKLIST FOR PLAN C: PROFESSIONAL PROJECT/PORTFOLIO

- Candidates are required to successfully complete a final oral and/or written examination covering the material developed for inclusion in the professional project/portfolio.
- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request form](#) to the School of Graduate Studies a minimum of two weeks prior to the preliminary or final oral to allow for the paperwork to be prepared.
- The final portfolio should be submitted to the department a minimum of two weeks prior to the date set for the final oral.

ADDITIONAL CHECKLIST FOR THE DOCTORAL DISSERTATION

- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals must be scheduled a minimum of seven weeks prior to the end of the term in which the student wishes to graduate.
- Submit the [Culminating Project Committee Meeting Request form](#) to the School of Graduate Studies **a minimum of two weeks prior** to the preliminary or final oral conference to allow for the paperwork to be prepared.
- One complete formatted copy of your work must be submitted to the School of Graduate Studies for format review at least seven weeks prior to the end of the term. This is not a **final** copy. The dissertation must be formatted according to the School of Graduate Studies Thesis guide.
- After approval by your committee and the format reviewer, submit a minimum of three **final** copies of your dissertation **by the appropriate deadline**.
 - Signatures of committee members are required on each approval page.
 - The dissertation is then registered in the School of Graduate Studies for binding and fee payment.
 - If the student desires a bound copy(ies) of the dissertation, one additional copy or copies must be submitted to the School of Graduate Studies.
 - Two additional signed copies of the abstract are required for further distribution by the School of Graduate Studies.
 - An abstract **IS** required for the dissertation.
- All final copies must be submitted on 100% cotton paper for binding.
- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. Please make check payable to St. Cloud State University. Submit payment to the School of Graduate Studies. If you wish to use a credit card you must contact Ann E. Anderson at 320.308.2114 or aeanderson@stcloudstate.edu to enter charges before payment can be made.
- Remind your adviser to submit a grade/change of grade for the dissertation. A mark of "S" is recorded for an approved dissertation.

DEADLINES FOR SUBMISSION OF THE CULMINATING PROJECT

Summer 2010: August 12

Fall 2010: December 17

Spring 2011: May 6

Summer 2011: August 5