

# Graduation Checklist

## Plan A: Creative Work

- ❑ **Submit Program of Study Form to School of Graduate Studies**
  - Form must be signed by advisor and submitted before preliminary conference can be held
  - Any transfer credits must be indicated on this form
  - All courses (including transfer credits) must be completed within seven-year time limit
  - Any course changes must be approved by petition
- ❑ **Complete all Course Work on Program of Study**
  - All incompletes must be completed and grades submitted by instructor
  - A grade of C- or lower, or a grade of “U” cannot be used
  - A 3.0 GPA is required in the major (the total program, and all graduate courses taken at SCSU)
  - Fulfill the residence requirement: candidates must earn a minimum of 20 semester hours in on-campus classes (courses offered at graduate study centers/cohort groups or through ITV and web-based programs are considered on-campus credit)
- ❑ **Hold Preliminary Conference / Proposal Meeting with Committee**
  - Schedule a meeting with your approved committee members
  - Cannot be held in the same semester as final defense/final oral examination
  - Students conducting research with human subjects must complete IRB process
- ❑ **Submit Application for Graduation / \$30 Application Fee**
  - Due within the two weeks of the semester you wish to graduate
  - Valid for one semester (a written request is required if students wish to change semesters)
  - To participate in commencement, registration is online
- ❑ **Hold Final Defense / Final Oral Examination with Committee**
  - Schedule a meeting with your approved committee members
  - Must be held in the same semester as planned graduation date
  - Cannot be held in the same semester as preliminary conference/proposal meeting
  - Some departments require a Final Written Examination; check with program advisor
- ❑ **Submit Culminating Project to School of Graduate Studies**
  - Final work should be submitted to the committee a minimum of two weeks prior to the date set for the final examination
  - Receipt of a signed, final approval form is required by the School of Graduate Studies before the creative work will be considered complete
  - If approved with revisions, student must complete those and have committee chair send a written notification of completion to the School of Graduate Studies; this can be done in the IR if it is an ETD
  - The School of Graduate Studies will conduct a review of the final work to ensure formatting guidelines have been followed; a final work is uploaded by the student into the ETD intake of the IR in order for a final review to be accomplished
- ❑ **Receive Diploma**
  - Will not be released until all fees owed to the university are paid
  - A grade for the creative work must be submitted by student’s advisor
  - Student is responsible for updating their mailing address with SCSU prior to graduation