

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**
 - Submit Culminating Project Committee Meeting Request form two weeks prior to conference
 - 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 / \$25 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**
 - Submit Culminating Project Committee Meeting Request Form two weeks prior to conference
 - 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