Graduation Checklist
Plan B: Starred Paper or Written Comprehensive Examination

☐ **Submit Program of Study Form to School of Graduate Studies**
- o Form must be signed by advisor and submitted before preliminary conference can be held
- o Any transfer credits must be indicated on this form
- o All courses (including transfer credits) must be completed within seven-year time limit
- o Any course changes must be approved by petition

☐ **Complete all Course Work on Program of Study**
- o All incompletes must be completed and grades submitted by instructor
- o A grade of C- or lower, or a grade of "U" cannot be used
- o A 3.0 GPA is required in the major (the total program, and all graduate courses taken at SCSU)
- o 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 (Starred Paper ONLY)**
- o Schedule a meeting with your approved committee members
- o Cannot be held in the same semester as final defense/final oral examination

☐ **Submit Application for Graduation / $30 Application Fee**
- o Due within the two weeks of the semester you wish to graduate
- o Valid for one semester (a written request is required if students wish to change semesters)
- o To participate in commencement, registration is online

☐ **Hold Final Defense / Final Oral Examination with Committee (Starred Paper ONLY)**
- o Schedule a meeting with your approved committee members
- o Must be held in the same semester as planned graduation date
- o Cannot be held in the same semester as preliminary conference/proposal meeting
- o Some departments require a Final Written Examination; check with program advisor

☐ **Submit Culminating Project to School of Graduate Studies (Starred Paper ONLY, except second bullet)**
- o Final work should be submitted to the committee a minimum of two weeks prior to the date set for the final examination
- o Receipt of a signed, final approval form Is required by the School of Graduate Studies before the culminating project will be considered complete
- o 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
- o 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**
- o Will not be released until all fees owed to the university are paid
- o A grade for the written work/examination must be submitted by student's advisor
- o Student is responsible for updating their mailing address with SCSU prior to graduation