

Undergraduate Graduation Checklist

For students who anticipate completing all degree requirements within the next two semesters:

- ❑ Review the following sections in the [MSU Denver University Catalog](#): “Degree and Certificate Requirements” and “Academic Policies and Procedures” pertaining to Curriculum, Graduation, Diplomas and Commencement, and Honors and Awards.
- ❑ **After you have completed 90 earned credit hours**, including approved transfer credits, visit your [Student Hub](#) and access your Degree Progress Report. Review your Degree Progress Report with your faculty advisor (major and minor). If adjustments are needed, your major/minor department will submit an electronic Degree Exception Petition to the Office of the Registrar. Once the adjustments are made you will receive an email letting you know the exception has been processed. **It is your responsibility to review your Degree Progress Report in its entirety.**
- ❑ Submit an online **Application for Graduation**, available online on your [Student Hub](#) labeled “Apply for Graduation” by the due date for the semester you anticipate graduating. Submit the Application for Graduation only after consulting your Major Department and reviewing your Degree Progress Report.
- ❑ Do not submit an Application for Graduation unless you know that you will satisfy *all* degree requirements *that semester*. Submit a [Graduation Application Addendum](#) if your semester of graduation changes.
- ❑ After submitting an Application for Graduation you will be considered a **preliminary candidate** for graduation for the semester you applied. You will be notified through your MSU-Denver email the status of your graduation application.
- ❑ **Discrepancies** on your Degree Progress Report must be cleared in order to award your degree. Work with your advisor to clear up any discrepancies on your Degree Progress Report.
- ❑ After the Application for Graduation deadline you will also receive email reminders to monitor the Commencement site on the MSU-Denver website for information about Commencement. **You need to monitor the [Commencement webpage](#)** for information including ordering your cap and gown, graduation honors, announcements, ceremony procedures and details, etc.
- ❑ A **Commencement ceremony** is held at the end of the Fall and Spring semesters. A **Commencement program** lists candidates, degrees, and degree honors. While there is no Summer commencement ceremony, degrees are still awarded at the end of the Summer semester. Summer candidates can attend the Commencement ceremony of their choice by filling out a [Commencement Participation for Non-Official Graduate Candidates](#) form, also known as a Walk-Only form, found on the Office of the Registrar’s webpage. Summer candidate’s names, degrees, and honors will automatically appear in the Fall Commencement program.
Note: Attending a Commencement ceremony does not guarantee that you will satisfy all degree requirements. Check MSU Denver’s Website for complete, up-to-date information about commencement at <https://msudenver.edu/commencement/>
- ❑ **Diplomas** are issued approximately 8-10 weeks after the semester. Your diploma will be mailed to your address on file. Make sure your updated address is correct on your record through your [Student Hub](#). If you want to pick up your diploma contact Graduation at graduation@msudenver.edu
- ❑ **Transcripts** with your posted degree will be available 4-5 weeks after the end of the semester. You may request transcripts as early as the middle of your last semester by indicating on the order form hold your transcript until your degree is posted. **Transcripts cost \$10 if ordered online or \$15 In-Person. The online system can be found on the Registrar’s webpage at: <https://msudenver.edu/registrar/transcripts/>**
- ❑ Diplomas and transcripts with degree posted **will not be issued if students have any Holds on their accounts.**