



Graduate & Certificate Graduation Checklist

Application Due Dates:

Fall: September 15

Spring: February 15

Summer: June 15

Graduation Academic Requirements		
Contact your advisor to discuss your graduation requirements and to confirm eligibility		
Work with your advisor to make sure all Academic Requirement Overrides are noted on your record		
Minimum university requirements:		
<ul style="list-style-type: none"> Cumulative GPA: 3.0 Major GPA: 3.0 	<ul style="list-style-type: none"> Prior degree(s) must appear on your transcript Active record 	<ul style="list-style-type: none"> Doctoral Requirements Master Requirements Certificate Requirements
Evaluate Academic Progress report		
https://sit.instructure.com/courses/35399/files/7166082?module_item_id=1055333		
Resolve outstanding grades (missing grades such as INC, NG, and blank will prevent degree conferral)		
Notify your advisor if you make any changes to your schedule after your meeting with them		

WorkDay Program Completion		
Review your legal name if a change needs to be made then submit documentation		
https://sit.instructure.com/courses/35399/files/7166029?module_item_id=1055319		
Review your diploma address		
https://sit.instructure.com/courses/35399/files/7040428?module_item_id=1046522		
Check that all transfer credit is noted on your record		
Review your certificate, degree, major, and concentration		
https://sit.instructure.com/courses/35399/files/7452011?module_item_id=1095197		
Apply for Program Completion		
https://sit.instructure.com/courses/35399/files/7169972?module_item_id=1055591		
Review holds and make any account payments		
https://sit.instructure.com/courses/35399/files/7452044?module_item_id=1095203		
Pay Graduation Fees		

Resources		
Graduate Student Handbook		
https://www.stevens.edu/about-stevens/university-policy-library/graduate-academics/graduate-student-handbook		
Check emails from graduation@stevens.edu regarding commencement		
https://www.stevens.edu/campus-life/commencement		
CE-Diplomas will be available 4-6 weeks after conferral		
https://www.stevens.edu/directory/office-registrar/graduation-information/cediploma-overview		
Printed diplomas will be available 6-8 weeks after conferral if there are no account holds		

Questions emails us at applicationsforcandidacy@stevens.edu