UNI Graduation Checklist for Graduate Students

Master’s or Specialist Degree—Thesis/Recital Option

Step 1: Complete degree requirements

**Course Requirements:** Coursework must be completed and all program of study requirements satisfied, including final grades for all courses. See your Academic Requirements report and Course History. Contact your advisor for questions about degree requirements or your instructor for a missing grade.

**Thesis Requirements:** At the beginning of the term you plan to finish your thesis, let your department know you are planning to complete your thesis that term. In Music, register for your recital. Consult deadlines in the Important Dates at [www.grad.uni.edu/important-dates](http://www.grad.uni.edu/important-dates)

3. Thesis Preview Meeting with the Thesis & Dissertation Reviewer by the preview deadline
4. Thesis Defense or Recital in time to meet the final submission deadline. Committee may sign signature pages at this time.
5. Thesis/Recital Approval: Signature pages signed by committee. Graduate Dean will sign when the final thesis is approved.

**Other Possible Degree Requirements:** A comprehensive examination may be required in addition to the thesis defense or recital. Departments may set other graduation requirements.

Step 2: Make sure your name, degree, program/plan and emphasis (if applicable) in Student Center are correct

Consult the Registrar’s Office if you need to make changes in any of these.

Step 3: Apply for Graduation (Degree Conferral)—REQUIRED

The university will not award a degree without a graduation application. Go to Apply for Graduation (under the Other Academic menu in your Student Center) by April 1 (Spring degree), July 1 (Summer degree) or November 10 (Fall degree) to avoid a late application fee. The final deadline for each term is the last day of the term. Applying for graduation does not mean you plan to attend commencement.

If all graduation requirements are not completed by the appropriate deadlines in the term you apply for graduation, you will need to apply again (and pay another graduation fee) for a future term when your requirements will be completed.
Step 4: RSVP for Commencement (whether or not you plan to participate)

Deadline to RSVP is April 1 (May ceremony) or November 10 (December ceremony). Find the Commencement Reply Form in MyUNIverse and other commencement information at www.uni.edu/registrar/graduation-and-commencement. Graduate students have a separate commencement ceremony.

If you plan to participate in Commencement, purchase/order your Cap, Gown and Hood at University Book and Supply. If you don’t plan to participate in commencement and want a diploma cover, contact Irene Elbert or stop in the Registrar’s Office to pick one up.

Step 5: Brush up your resume, CV, cover letter, etc.

Make an appointment with (or email your documents to) Susie Schwieger in the Graduate College. Register with Career Services as well.

Step 6: Update your addresses and phone numbers in Student Center if needed

Your diploma will be mailed to your permanent home address unless you contact Irene Elbert (include your UID number) and let her know to use a different address. International students who wish the diploma to be sent outside the U.S. should contact Irene Elbert with the complete international address and phone number.

Step 7: Financial Obligations

Pay off any outstanding balances and monitor your UBill for the graduation fee (and late application fee if applicable) and the thesis binding fee. Pay these promptly to ensure you receive your diploma on time. If you are a Perkins Loan borrower, schedule and complete an exit interview with Financial Aid.

Step 8: Monitor your graduation status in Student Center

After grades are posted for the term, graduation checkout will begin and will proceed over several weeks. All degree requirements must be met by the closing date (e.g., June 13 for a May 2014 degree). You can monitor your graduation status in Student Center by going back to the Apply for Graduation link OR by checking your unofficial transcript (the degree statement will be at the end).

Questions?

The Graduate College  www.grad.uni.edu  319-273-2748
Resume/CV/cover letters  Susan.Schwieger@uni.edu
Requirements/Policies/Student Requests  Shoshanna.Coon@uni.edu