



Graduation Checklist

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

- ❑ Review the following sections in the **MSCD College Catalog**: “Requirements for All Bachelor’s Degrees” and “Academic Policies and Procedures” pertaining to Curriculum, Advising, & Program Planning (CAPP), Graduation, Diplomas and Commencement, and Honors and Awards.
- ❑ **After you have completed 90 earned credit hours, including approved transfer credits**, request a Curriculum, Advising, and Program Planning (CAPP) Compliance Report from your major department, or run your own WebCAPP Report through **MetroConnect**. **Review your CAPP Report** with your **faculty advisor** (major and minor). If adjustments are needed, your major/minor department will submit a CAPP Adjustment Form to the Office of the Registrar. Once the adjustments are made you will be mailed a new CAPP Report reflecting the adjustments. **It is your responsibility to acquire, read, and understand your CAPP Compliance Report in its entirety.**
- ❑ File an **Application for Graduation**, available online at www.mscd.edu/enroll/registrar/docs/index.htm, or in the Registrar’s Office, CN105, for the semester all degree requirements will be completed, according to these deadlines:

<u>Semester of Graduation</u>	<u>Application for Graduation Available</u>	<u>Deadline</u>
Fall 2007	Monday, July 23	Friday, August 31, 2007
Spring 2008	Monday, November 12	Friday, February 1, 2008
Summer 2008	Monday, November 12	Friday, June 6, 2008

❑ **Do not file an Application for Graduation unless you know that you will satisfy all degree requirements that semester. Submit a new Application for Graduation if your semester of graduation changes.**

- ❑ After submitting an Application for Graduation you will be considered a **preliminary candidate for graduation for that semester**. You will be mailed another CAPP Compliance Report that will indicate any discrepancies with your graduation status. **It is your responsibility to acquire, read, and understand your CAPP Compliance Report in its entirety.** Maintain your correct address with the Registrar’s Office, CN105.
- ❑ **Discrepancies** noted on the mailed CAPP report must be cleared by the deadline noted in order **for you to remain a degree candidate for that semester**.
- ❑ After the Application for Graduation deadline you will also receive **E-mail** reminders to monitor the Commencement site on **MetroConnect** for information about the graduation process and commencement. **You must monitor MetroConnect** for information including ordering your cap and gown, graduation honors, announcements, ceremony procedures and details, etc.
- ❑ There is a **Commencement ceremony** at the end of the Fall and Spring semesters that all graduation candidates should attend. 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 are asked to attend the Fall Commencement ceremony. Their names, degrees, and honors, if any, will appear only in the Fall Commencement program. **Note:** Attending a Commencement ceremony does not guarantee that you will satisfy all degree requirements. Check MSCD’s Website for complete, up-to-date information about commencement at <http://www.mscd.edu/student/commencement/>
- ❑ **Diplomas** are issued approximately 3 weeks after the semester. Information will be mailed about when and where you may pick up your diploma, or you may arrange for your diploma to be mailed.
- ❑ **Transcripts** with your posted degree will be available 3 weeks after the semester. You may request transcripts as early as the middle of your last semester by indicating that your transcript be held until your degree is posted. **All transcripts are FREE.** You may request your transcript on **MetroConnect**, in person in the Registrar’s Office, CN105, or you may FAX your signed request to 303-556-3999. Diplomas and transcripts with degree posted **will not be issued if money is owed to the College**, or if you have a Perkins loan and have not completed the required interview.