

Graduation Checklist



- Apply for graduation one semester in advance. (Submit to Shawn Soderberg, Records Office, Owens Hall 104B, any questions call 477.2566).**
- Complete application, have signed by advisor and department chair of each major and minor. Additional copies of the blank "Application for Graduation" are available on the web. You can also fill the application out on the web.**
- Verify that all requirements are complete.**
 - Liberal Studies complete
 - 45 semester credits minimum and 2.0 GPA
 - B1, D1, E1, F1 requirements complete if admitted Fall 1992 or later
 - Only one major rubric course may be applied to liberal studies
 - Minimum of 6 credits in each category A-F
 - Students admitted Fall 2001 or later must complete one "F" and one "F1" course.
 - Students admitted to the university prior to 1992 check with Records Office for different liberal studies requirements.
 - Minimum cumulative GPA of 2.0 (some departments require higher)
 - Students with previous degree must complete 30 credits at MSUM
 - Students admitted Fall 1998 or later must complete 40 credits of upper division (300/400) courses.
 - Students seeking two degrees should check total credit requirements with the Records Office.
- Graduation with Honors (60 MSUM credit minimum—Honors only apply to first degree)**
 - Cum Laude 3.4-3.59
 - Magna Cum Laude 3.6-3.79
 - Summa Cum Laude 3.8-4.0
- Teacher Education Graduates apply for licensure**
 - Curriculum worksheet with all required signatures
 - PPST and Praxis II exams
 - Licensure Application
 - Fingerprint Card
 - Documentation of any course substitutions or waivers
 - Licensure Fees
- Register with Career Services Office (optional)**
- Release of Official MSUM Transcripts must be in writing each time you request a transcript**
- Commencement**
 - Information will be mailed one month prior to date of commencement (Includes info on cap & gown, etc.)
- Diplomas**
 - Make certain Records has correct name for program and diploma
 - Optional sizes: 6 x 8 or 8 ½ x 11
 - Additional diplomas available for \$10.00 each
 - Diplomas mailed to permanent address 2-3 months after graduation (make certain we have the correct mailing address)
- Graduate Follow-up Survey**

The University is required to determine the employment and/or acceptance for advanced study status of its graduates within one year of graduation. Click on the red Graduate Follow-up button at www.mnstate.edu/career to complete the survey.