

GRADUATION CHECKLIST

- Apply for graduation one semester in advance (Submit your Application for Graduation to Shawn Soderberg, Records Office, Owens Hall 104, any questions call 477-2566)
- Review your Degree Audit (DARS)
 - Your Degree Audit (DARS) needs to show ALL requirements completed (In Progress Courses Used)
 - All Course Exception Forms should be processed and filed in the Records Office
- Complete Application for Graduation; signed by advisor and department chair of each major and minor
 - Complete the application on the web, print it, obtain the proper signatures and submit to the Records Office
 - One Application for Graduation should be completed for EACH degree you are seeking
- Verify that all requirements are complete
 - Your Degree Audit (DARS) needs to show ALL REQUIREMENTS COMPLETE
 - Dragon Core requirements complete
 - 42 semester credits minimum and 2.0 GPA
 - One course in each Dragon Core area (1 – 10)
 - Only one major rubric course may be applied to each: Inner, Middle and Outer areas
 - 3 courses (9 credits) completed in the Middle Cluster
 - Area 4 must contain a course with a lab component
 - Writing Intensive requirements complete
 - Successful completion of HLTH 122 (*requirement may be waived for transfer students*)
 - Students must complete 40 credits of upper division (300 – 400 level) courses
 - Minimum cumulative GPA of 2.00 (*some departments require higher*)
 - Students seeking two degrees check total credit requirement with the Records Office
 - Students with previous degree must complete 30 credits at MSUM
- 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
 - Fingerprint Card
 - Documentation of any course substitutions or waivers (*if applicable*)
 - Completion of online MN Dept of Education Application and submit online payment within 30 days of graduation (*submit forms to Records Office*)
- Register with Career Services Office (*optional*)
- Release of Official MSUM Transcripts must be in writing each time you request a transcript
 - Transcript Request Forms can be found in the Records Office or on their web page
- Commencement
 - Information will be mailed one month prior to date of commencement
 - Common Questions & Answers can be found on the Records Office web page
- Diplomas
 - Make certain Records has correct name for program and diploma
 - Optional sizes: 6 x 8 or 8 ½ x 11 (*standard 6 x 8 is ordered for all students unless Records Office is notified*)
 - Additional diplomas available for \$10.00 each
 - Diplomas mailed to permanent address 2-3 months after graduation (*make certain the Records Office has 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.