

# GRADUATE STUDENT GRADUATION CHECKLIST



You must have an approved program of study on file with the Graduate School before proceeding with graduation. Your program is due to the Graduate School at the beginning of the semester prior to graduation (see <https://gradschool.wsu.edu/deadlines> for details). You will receive an email from the Graduate School once we approve your program of study.

## DURING THE SEMESTER IN WHICH YOU PLAN TO GRADUATE:

- Enroll in at least 2 credits of capstone/research (capstone course, 700, 701, 702, 800)
- Apply for graduation – please follow the directions available at the [Application for Graduation with a Graduate Degree](#) website.
  - You must complete the application and pay the application for graduation fee to complete this process. If interrupted or unable to finish, you must restart the application for graduation.
- All graduate students must schedule a final examination through the Graduate School.
  - Exam scheduling form is available on the Graduate School's [forms website](#).
  - Due to the Graduate School 10 business days prior to the proposed date of your exam.
  - Second attempt examination scheduling forms are due 15 business days prior.
  - Thesis masters and doctoral students: you must upload a completed draft of your thesis/dissertation. This upload is also due at the same time as your exam scheduling form. Please follow the upload directions [available here](#).\*

*\* Thesis masters/doctoral students must complete additional requirements related to your thesis/dissertation. Please refer to the [Thesis/Dissertation Final Acceptance Checklist](#) for these additional requirements and detailed instructions.*

## ATTENDING COMMENCEMENT (Optional):

- If you wish to attend commencement you must register! Signing up for commencement is a different process than applying for graduation. You must complete BOTH to participate in the ceremony.
  - Please see the [WSU Commencement website](#) for registration, caps and gowns, event dates/times, and all other commencement related information.
  - You must have applied for graduation to attend commencement.
- Doctoral Graduates:** You will be hooded during the ceremony. This requires proper planning. You and your hooding faculty member MUST register with commencement. *If you have not registered, there will not be a seat nor a hood available for you at commencement.*

## DIPLOMA MAILING:

- Check your diploma address within myWSU. Our diploma vendor will mail your diploma to this address – not to your home, mailing, or temporary addresses.
  - Diplomas mail within 4 to 6 weeks after degrees post to the WSU transcript.
  - Graduate degrees and graduate certificates are processed separately; therefore, diplomas and certificates are mailed separately and may arrive at different times.
  - Tracking numbers are not available for diplomas.
  - Continue to check your wsu.edu email until you receive your diplomas/certificates.