Graduation Checklist

Undergraduate Students

- ☐ Check graduation deadlines on the Academic Calendar
- ☐ You must be **registered in course(s) for the semester you intend to graduate**
- ☐ If you plan to **transfer coursework from another college in the final semester** submit a Transfer Credit Approval Form. The course(s) needs to be completed, according to that school's information(calendar), before our graduation date
- ☐ Resolve any **Incomplete (I) or missing grades** (your instructor must submit final grades to the Office of the Registrar at the latest a week before graduation)
- ☐ Verify that you met all **Institute and Departmental Degree requirements** (consult the Academic Catalog, Degree Works, and Departmental Degree Clearance Officer)
- ☐ Apply for graduation on Student Information System (SIS) and confirm the following:
  - o Verify your **major and minor** is listed correctly
  - o Confirm **name** to be printed on the diploma
  - o Update **local address** to where diploma is to be mailed
  - o Add a **non RPI email address** so we can send you the diploma order confirmation
- ☐ Clear up any **holds** on your SIS account
  - o If you have **Federal Perkins or Rensselaer Institutional Student Loans** you will receive an email from the Student Loan Office to complete an **Exit Interview**
- ☐ Check DegreeWorks **to track progress**
- ☐ If taking a course through the **Hudson Mohawk Consortia**, you must request from that school an official transcript with your final grade and send to the Office of the Registrar via transfercredit@rpi.edu
- ☐ For **transfer of coursework from another college in the final semester** submit all external official transcripts prior to graduation via transfercredit@rpi.edu

Graduation Checklist

Graduate Students

☐ Check graduation and Office of Graduate Education deadlines on the [Academic Calendar](#)

☐ You must be **registered in course(s) for the semester you intend to graduate**

☐ Verify that you met all **Institute and Departmental Degree requirements** (consult the Academic Catalog, **Plan of Study**, and Departmental Degree Clearance Officer)

☐ Apply for graduation on [Student Information System (SIS)](#) and confirm the following:
  - Verify your **program/degree** is listed correctly
  - Confirm **name** to be printed on the diploma
  - Update **local address** to where diploma is to be mailed
  - Add a **non RPI email address** so we can send you the diploma order confirmation

☐ Clear up any **holds** on your [SIS](#) account

☐ Students pursuing **Doctoral degree**, make sure to submit your **dissertation** and any required supporting documentation to Office of Graduate Education

☐ Students pursuing **Master's degree** with **Thesis**, make sure to submit your thesis and any required supporting documentation to Office of Graduate Education

☐ Complete the **Center for Communication and Professional Development's [Future Plans Survey](#)**