



Undergraduate Student Graduation Checklist

Application Due Dates:

Fall: August 1

Spring: October 1

Summer: June 1

Graduation Academic Requirements		
Contact your advisor to discuss your major graduation requirements and to confirm eligibility		
Work with your advisor to make sure all Academic Requirement Overrides have been applied to your academic record		
Minimum university requirements:		
• GPA: 2.0	• Credit hours: 120	• Transfer in at most 50% of graduation requirements
Evaluate Academic Progress report		
https://sit.instructure.com/courses/35399/files/7166082?module_item_id=1055333		
Resolve outstanding grades (missing grades such as INC, NG and blank will prevent degree conferral)		
Notify your advisor if you make any changes to your schedule after meeting with them		

Workday Program Completion		
Review your legal name; if a change needs to be made then submit documentation		
https://sit.instructure.com/courses/35399/files/7166029?module_item_id=1055319		
Review your diploma address		
https://sit.instructure.com/courses/35399/files/7040428?module_item_id=1046522		
Check that all AP, IB, study abroad and transfer credit is noted on your record		
Review your major, minor and/or concentration		
https://sit.instructure.com/courses/35399/files/7452011?module_item_id=1095197		
Apply for Program Completion		
https://sit.instructure.com/courses/35399/files/7169972?module_item_id=1055591		
Review holds and make account payments		
https://sit.instructure.com/courses/35399/files/7452044?module_item_id=1095203		
Pay any additional Graduation Fees if applicable		

Resources		
Undergraduate Academic Policies & Procedures		
https://my.stevens.edu/provost/academics/undergraduate/UGPolicyStart.html		
Check emails from graduation@stevens.edu regarding Commencement		
https://www.stevens.edu/campus-life/commencement		
CE-Diplomas will be available 4-6 weeks after conferral		
https://www.stevens.edu/directory/office-registrar/graduation-information/cediploma-overview		
Printed diplomas will be available 6-8 weeks after conferral if there are no account holds		

Questions? Email us at applicationsforcandidacy@stevens.edu