Graduate Graduation Checklist

Graduation is completing your academic requirements, having your degree conferred, and receiving your diploma. Applying for graduation is the only way to let the Registrar’s Office know that you are finishing your requirements so we can review your academic requirements and award your degree.

Use this checklist to ensure you stay on track for graduation. Meet with your Graduate Program Director (GPD) to review your transcript and the University Catalog and decide which semester (Spring – May 31, Summer – August 31, Fall – December 31) you will complete the requirements listed below:

☐ Earn a minimum cumulative grade point average (GPA) of 3.0;
☐ Meet all program requirements as listed in the University Catalog;
☐ Dissertation/thesis has been bound (if applicable);
☐ Complete in-progress transfer courses & order transcripts to the Registrar’s Office;
☐ Final, INC, Y, and blank grades resolved and submitted.

Once you know your graduation term, apply for graduation in WISER by the deadlines posted on the Academic Calendar (visit our IT Knowledge base for video and written instructions on how to apply for graduation).

❖ If you are finishing a credential en route to another degree (ie: completing a certificate but continuing with a masters, or earning a “master’s along the way” to a PhD, please complete the En-Route Degree Application instead of applying in WISER.

☐ Applying for graduation generates the one-time, mandatory $200 Graduation Processing Fee. The fee will be added to the bill for the term you apply for (if you applied for the current term, check your bill in a few days!).

☐ Verify your name: view & update your Diploma name in WISER.
☐ Verify your address: view & update your Diploma address in WISER.
☐ You can review your graduation status in WISER at any time under My Academics > Graduation > View my graduation status.

If you have questions about the graduation process or your transcript, please email graduate.records@umb.edu or call us at 617-287-6200 and ask for the Graduate Graduation Team.