

## Graduation Checklist for Master's Students

You're almost there! Use this checklist to help you keep track of the steps you need to take to get ready for graduation. Once all of the items are completed, a final audit of your records will be performed. If all requirements are met, your school status will officially change from 'Pending Grad' to 'Graduate.' Please visit the [Graduation Web Page](#) for more information. For specific graduation ceremony questions, please email [Graduation.Information@rockies.edu](mailto:Graduation.Information@rockies.edu).

### Review your Degree Progress Audit (DPA) and GPA

- You can access your DPA by logging into your Student Portal → My Degree → Degree Audit.
- Confirm that you have completed or are scheduled for all the appropriate courses listed as required on your DPA. If anything is red (i.e., not scheduled), call your Academic Advisor to schedule your final courses.
- Maintain a minimum 3.00 cumulative GPA throughout your program and for graduation.
- If you are adding to or changing your degree plan, the Area of Study Declaration form must be submitted prior to the last day of your final scheduled course.

### Submit your Petition to Graduate Form

- The form is located in the 'My Forms' link in your Student Portal → My Forms → Registrar Office Forms → Petition to Graduate: Masters Student.
- The Petition to Graduate form must be submitted regardless of whether or not you're attending the commencement ceremony.

### Pay the Graduation Fee

- After your Petition to Graduate is approved and on file you must pay the associated graduation fee. You can pay the fee in your Student Portal → My Finances → Make a Payment Online, or by calling 866.621.0124 ext. 30101 (Collections) to pay over the phone.
- The graduation fee must be paid regardless of whether or not you're attending the commencement ceremony.
- This fee typically must be paid by the student and cannot be covered by financial aid. However, if a student has enough financial aid and the student has completed the Credit Authorization Form, financial aid may be used to cover the fee. Contact your Financial Services Advisor if you have more questions concerning this.

### Pay Your Balance

- Your student account must be paid in full in order to have your school status updated to 'Graduate.'
- If you have questions about your financial aid arriving in your final year, contact your Financial Services Advisor, or call 866.621.0124 ext. 30086 (Finance).

### Clear Any Holds

- Please contact the department that placed the hold for details on how to clear it, if one should exist.