



THE UNIVERSITY OF ARIZONA

College of Information Science

1103 E. 2nd St.
Harvill Building, Room 409
P.O. Box 210076
Tucson, AZ 85721

520-621-3565
infosci.arizona.edu

Grad Student Graduation Checklist

- I am actively enrolled in my final semester (enrolled in at least 1 unit)
 - International students must be enrolled full-time in accordance with their visa requirements. [If you are an international student and would like to enroll less than full time in your final semester, you must fill out this [full-time enrollment exemption form](#) and email [International Student Services](#) to make sure that all other visa requirements are being met.]
- I am aware of all Dates & Deadlines for my graduation term. [Graduate College degree dates, Registrar dates and deadlines](#)
- My Graduation Term is correct in UACCESS (find in Record → Academic Summary → Graduation Status)
- I have submitted ALL GradPath Forms
 - Responsible Conduct of Research form
 - Plan of Study
 - Master/Specialist Committee Appointment form
- I have met all my degree requirements. Visit the College of information Science [website](#) and look at the requirements for your specific degree.
- I have resolved any “I” incomplete grades. (You will need to receive a final grade for any incomplete courses before you will be allowed to graduate).
- MLIS students-I have successfully completed the LIS 909-ePortfolio course requirement.
- MLIS students-I have successfully completed my Capstone or Internship requirement.
- MSIS and MSDS students-have successfully completed my capstone or internship requirement.
- PhD students - I have checked the dates and deadlines with the Graduate College, and I have scheduled my final defense/dissertation date. (click [here](#) to view important dates and deadlines.)
- International students with job offers in the U.S. can register for [OPT \(Optional Practical Training\)](#) to maintain your F-1 visa through International Student Services.

- I have rsvp'd to the [College of Information Science convocation](#) ceremony. (Arizona Global students – If you or your family would like to travel to the UA to attend the ceremony in person you may request a letter of support from the College of Information Science via this [link](#).)
- I have purchased supplies for graduation (visit the [UA Bookstore to purchase](#) cap, gown, hood, invitations, diploma frame, commemorative materials, etc).
- I have confirmed in UACCESS the correct address to mail my diploma. (click [here](#) for instructions on how to update personal information in UACCESS)
- I have double checked my “official name” in UACCESS and recognize that my official name will appear on my diploma. (click [here](#) for instructions on how to update personal information on UACCESS)

After Graduation

- I have completed the College of Information Science [exit survey](#) and provided my contact email (The survey is anonymous and assists the college in improving our programs and experiences for students.)
- I am connected to the College of Information Science’s social media accounts [[LinkedIn](#), [College of Information Science alumni group](#), [Facebook](#), [Instagram](#), and [Twitter](#)? See [College of Information Science alumni page](#).
- Don’t forget you can join the UA Alumni [networks](#) and [communities](#) and the [Bear Down Network](#).
- If you wish to check the status of your diploma or order a replacement you may do so through the registrar’s office – click [here](#) for more information.
- If you need to order official transcripts may do so via the registrar’s website. Click [here](#) for more information.
- I am aware that I have access to resources from the [Office of Student Engagement & Career Development](#) for up to one year after graduation.