

Grad Student Graduation Checklist & FAQs

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 contact [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.

Current Graduate Student FAQs

What steps do I need to take to graduate?

- **Is your graduation date listed in UACCESS correct?**
 - If it is incorrect, if you have not yet submitted your Plan of Study form you may update your grad term there. If you have already submitted your Plan of Study please email Kristi Davenport (kdavenport@arizona.edu) with a request to update your graduation term (put “change of graduation term” in the subject line of your email. In the body of your email provide your name, student ID, and politely request to update your graduation term to the correct term).
- **Make sure that ALL of your GradPath forms have been submitted and approved. (There are three forms that must be filed by the student. The forms must be completed in order)**
 - **Responsible Conduct of Research Form** (should be completed within your first semester)
 - **Plan of Study** (should be submitted by the end of your third semester or beginning of last semester. You may update your grad term here).
 - If you have transfer credit, make sure that your transfer credits have been applied to your account and listed on your Plan of Study.
 - Faculty advisor
 - MLIS: Jennifer Rochelle
 - MSIS & MSDS: Cristian Roman-Palacios
 - **Master’s/Specialist Committee Appointment Form** (should be submitted no later than the middle of your last semester after your Plan of Study has been approved).
 - When it asks if you are doing a thesis, select “no”.
 - Faculty advisor for MLIS: Jennifer Rochelle / faculty advisor for MSIS & MSDS: Cristian Roman-Palacios
 - **The fourth form, Master’s/Specialist Completion Confirmation form, is submitted by the Program Coordinating team. (This is not the student’s responsibility).**
- **Make sure you have taken the required number of units for your degree (including core courses, electives, and/or internship, capstone, ePortfolio.**
 - Please click on the link to your degree below to see your specific course requirements. Note: if you are doing both a degree and a certificate, please make sure you have all required courses for both programs.
 - [MS in Data Science \(MSDS\)](#) students (total 30 units)
 - [MS in Info Science \(MSIS\)](#) - Human centered computing and machine learning students (30 units)
 - [MA in Library and Information Science \(MLIS\)](#) students (37 units)
 - [Certificates](#)
 - [Archival Studies](#)
 - [Digital Curation](#)
 - [Foundations of Data Science](#)
 - [Instruction and Teaching for Librarians & Information Professionals](#)
 - [Legal Information](#)

Graduation & Beyond

- **Do I have to walk in both the College of Information Science convocation and the university wide commencement?**
 - No. You can walk in both if you wish, you may choose one of the ceremonies to attend, or you do not have to walk in any ceremonies. You will still receive your diploma regardless of your attendance.
- **When will I receive my diploma?**
 - Diplomas will be mailed to you within 30 days of the end of your graduation term if you have completed all of the steps above and have no fees remaining in your bursar's account. If there is an issue with your degree you will be contacted via your UA email address.
 - Make sure you update your name & diploma address [here](#) before the end of your graduation term to ensure delivery.
- **I am due to graduate, but I still owe money on my bursar's account. Will I be allowed to attend graduation, walk in commencement?**
 - If you owe funds to the university, you will be allowed to walk in convocation and commencement ceremonies. Yet, you will not receive your diploma until all charges are paid in full.
- **How and where do I order graduation supplies?**
 - If you are going to walk in the graduation ceremony (College of Information Science and/or university wide) and need to purchase cap, gown, hood, invitations, diploma frame, etc. please visit the [UA bookstore online](#) or visit the UA Bookstore during grad days (typically held in October & April).
 - International students who will be flying in for the graduation ceremonies, you may contact

Optional/Additional Resources

- Order Graduation Regalia and other supplies from the University of Arizona Campus Store
 - Visit https://shop.arizona.edu/graduation/student_regalia
 - GradFest is hosted each semester https://shop.arizona.edu/graduation_info
 - Subscribe to the GPSC Newsletter for information on their cap and gown rental program <https://gpsc.arizona.edu/>
 - **INTERNATIONAL STUDENTS:**
 - Please place your regalia order online (make sure to have it delivered to Main campus) through the bookstore (here) and email your receipt of purchase to Kevin Carton at kevincarton@arizona.edu by **December 5, 2024.**
 - Mr. Carton will pick up your regalia from the bookstore on your behalf so that you can come directly to the College of Information Science, [Harvill Building, Room 409 between 10AM – 3PM on December 17th and December 18th.](#)
 - If these pick-up times do not work with your schedule, you can coordinate a time to meet with Kevin before the convocation on December 19th.
- Degrees are officially awarded 1-3 weeks after the end of your graduation term. The fastest way to get proof of your degree is to order a transcript!
 - Transcripts & Verifications <https://registrar.arizona.edu/records-enrollment/transcripts-verifications>
- Find information about your Diploma including how to order an online one or a

replacement (most students receive their diploma within 30 days of graduation)

- <https://registrar.arizona.edu/support-services/graduation-services/diploma>
- Students have access to resources from the Office of Student Engagement & Career Development up to one year after graduation at <https://career.arizona.edu/>
- Join the Alumni Association and create a profile in the Bear Down Network to stay connected.
 - <https://alumni.arizona.edu/>
 - <https://alumni.arizona.edu/stay-connected/bear-down-network>