

GRADUATION APPLICATION

What Is a Graduation Application?

MSU's Office of the Registrar requires all graduate students to complete and submit a graduation application before MSU will issue a diploma to the student.

Where Can I Find the Graduation Application?

The graduation application is available on the MSU Office of the Registrar's website at:

<https://reg.msu.edu/StuForms/GradApp/gradapp.aspx>

Do I Have to Submit the Graduation Application?

Yes. Even if you will not participate in commencement ceremonies, you must complete the graduation application.

What If I Decide to Graduate in a Future Semester after I've Already Submitted the Application?

Simply reapply for graduation for the semester in which you intend to graduate (see the application timeline in box to the right).

NOTE: Processing a graduation application takes time. Make sure to submit your application on time.

When Do I Submit My Graduation Application?

If you want to graduate in **SPRING**:

Submit during 1st week of the spring semester in which you want to graduate.

If you want to graduate in **FALL**:

Submit during 1st week of the fall semester in which you want to graduate.

If you want to graduate in **SUMMER**:

Submit during 1st week of the spring semester before the summer in which you want to graduate.

No Graduation Application = No Diploma

I Completed my Graduation Application. What happens next?

- 1 Student must submit the MSU Graduation Application after completing it, using the link below:
<https://reg.msu.edu/StuForms/GradApp/gradapp.aspx>
- 2 MSU's Office of the Registrar generates a degree certification form after receiving the student's graduation application. *
- 3 MSU's Office of the Registrar sends the degree certification form to the College of Agriculture and Natural Resources (CANR) Dean's Office, which sends it to the Graduate Office in the Department of Community Sustainability.
- 4 The CSUS Graduate Program Coordinator (GPC) verifies the accuracy of the degree certification form. If discrepancies exist between the program plan, or any required forms confirming degree completion are missing, the student will be contacted to resolve issues.
- 5 When degree is certified and the form initialed by the GPC, it will be sent to the CSUS Department Chairperson for signing.
- 6 The signed form will be submitted to the CANR Dean's Office by the MSU-specified date (date changes each semester).
- 7 The Associate Dean of CANR submits the signed degree certification form to the MSU Office of the Registrar.
- 8 The MSU Office of the Registrar processes the degree certification and issues a diploma to the student.

* NOTE for PhD STUDENTS: Beginning in Fall 2016, all doctoral degrees will be certified via the online GradAudit system, which requires that all doctoral students graduating AFTER Summer 2016 have their program plans input and approved in GradPlan.