



Office of Graduate Studies Graduation Candidacy Checklist

Name: _____ ASU ID#: _____

Degree Program: _____ Concentration: _____

Email Address: _____ Cell Phone No. _____

The following checked (✓) items are required missing documents to qualify for candidacy for graduation. All documents must be submitted by the posted required graduation timelines before being approved and cleared for graduation. **Students must have a 3.0 cumulative grade point average to graduate.**

Admission:

- Admission Letter for Approved Program of Study
- Core Academic Skills for Educators (C.A.S.E.)
- Graduate Management Admission Test (GMAT)
- Graduate Record Examination (GRE)
- International English Language Testing System (IELTS)
- Miller Analogies Test (MAT)
- Praxis I
- Praxis II
- Pre-Requisite (Foundation) Course(s)
- Resume
- Test of English as a Foreign Language (TOEFL)

Progression:

- Approved Program of Study
- Area Examination Results
- Bound Non-Thesis Research Project
- Bound Thesis
- Capstone Project
- CGPA 3.0 or Higher
- Competency Exam Results
- Core Comprehensive Results
- EN 504
- English Proficiency Examination Result
- ETS Major Field Exit Test
- Internship
- No Grade Lower than "C"
- No More than Two "C" Grades
- Non-Thesis Comprehensive Exam Results
- Writing Proficiency Result

Graduation:

- Approved Application for Degree
- Clearance
- Graduate Student Exit Survey
- Substitution of Course(s) Request
- Graduate Timeline to Complete Degree Met Within Six-Year Time Limit with Approved Exceptions

Transfer of Credits:

Are you transferring graduate courses? If yes, courses must be prior approved by academic advisor and meet requirements as outlined in the graduate catalog.

- Yes No
- Transfer of Credits Form and Official transcript on file

Time Limitation (Approved Program of Study exceeds six-year time limit):

- Graduate Timeline to Complete Degree Extension Request (includes sufficient evidence/reasons for failing to complete program within six-year time limit)



FOR OFFICE USE ONLY

CGPA _____

Honors:

- _____ With Highest Distinction
- _____ With High Distinction
- _____ With Distinction

Unconditional Status _____

Program vs Catalog _____

Substitution of Class (es) _____

Transfer of Credit (s) _____

Problem(s) _____

Checker: _____

Date: _____