



Office of the Registrar  
University of Massachusetts Boston  
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# Graduate Graduation Checklist

Graduation is completing your academic requirements, having your degree conferred, and receiving your diploma. *Applying for graduation is the only way to let the Registrar's Office know that you are finishing your requirements so we can review your academic requirements and award your degree.*

**Use this checklist to ensure you stay on track for graduation.** Meet with your Graduate Program Director (GPD) to review your transcript and the [University Catalog](#) and decide which semester (Spring – May 31, Summer – August 31, Fall – December 31) you will complete the requirements listed below:

- Earn a minimum cumulative grade point average (GPA) of 3.0;
- Meet all program requirements as listed in the [University Catalog](#);
- Dissertation/thesis is formatted and approved for publication & binding (*if applicable*);
- Complete in-progress transfer courses & order transcripts to the Registrar's Office;
- Final, INC, Y, and blank grades resolved and submitted.

**Once you know your graduation term**, apply for graduation in [WISER](#) ♦ by the deadlines posted on the [Academic Calendar](#) ([visit our IT Knowledge base for video and written instructions on how to apply for graduation](#)).

♦ If you are finishing a credential en route to another degree (ie: completing a certificate but continuing with a masters, or earning a “master’s along the way” to a PhD, please complete the [En-Route Degree Application](#) instead of applying in WISER.

- Applying for graduation generates the one-time, mandatory \$200 Graduation Processing Fee. The fee will be added to the bill for the term you apply for (*if you applied for the current term, check your bill in a few days!*).
- Verify your name: [view & update your Diploma name in WISER](#).
- Verify your address: [view & update your Diploma address in WISER](#)).
- You can review your graduation status in WISER at any time under *My Academics > Graduation > View my graduation status*.

If you have questions about the graduation process or your transcript, please email [graduate.records@umb.edu](mailto:graduate.records@umb.edu) or call us at 617-287-6200 and ask for the Graduate Graduation Team.